# Northeastern Junior College
# INSTITUTIONAL FEE PLAN

## PART A--Fee Categories

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Northeastern Junior College. This Plan has been developed to be in compliance with Colorado Revised Statutes (23-1-123), Colorado Department of Higher Education (CDHE) Policy VI-Part C, and State Board for Colleges and Occupational Education (SBCCOE) Policy BP 4-20.

I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Northeastern Junior College are defined as follows:

1. Fees: Any amount assessed to students (excluding tuition) as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program. Specific types of fees are further defined under Section II Categorization of Fees.
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder-Greeley metropolitan area.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.
   a. Charges for Service: Assessments to cover the costs of delivering specific services that are incidental to instructional activities, including but not limited to application charges, add/drop charges, fines and penalties, transcript charges, late charges, testing charges, student identification card charges, orientation charges, matriculation charges and health insurance charges. Charges for Service do not include admission to events or other such ancillary activities and are not Fees as described in Section 1.A.1.
   b. User Charges: Assessments against students for the privilege of using or receiving the service of an auxiliary facility. A User Charge is assessed to only those students making use of the service or auxiliary facility, including but not limited to parking registration charges and outdoor pursuits charges.

II. Categorization of Fees

A. Scope of Fee: Every Fee shall be classified as to whether its scope is Campus-wide or Non-Campus-wide.

1. Campus-wide Fees: Mandatory assessments to all students, the revenues from which are used for academic or nonacademic purposes, including but not limited to the following:

(a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;

(b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, child care centers, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;

(c) Establishment and operation of campus health clinics or contract health services;

(d) Support for intercollegiate or intramural/club sport activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;

(e) Payment of direct and indirect operating expenses of student government;

(f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;

(g) Providing administrative services, including registration fees;

(h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art, materials, and telecourse fees;

(i) Payment of nonspecific costs related to the instructional program or college; and

(j) Payment for additional insurance costs necessary due to the nature of particular courses.

2. Non-Campus-wide Fees: Mandatory assessments to students that are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification, including but not limited to program or course insurance fees, program or college specific fees, and course specific fees.

B. Fee Purpose: Every Fee at Northeastern Junior College shall be classified as a Bond Fee, Instructional Fee (Course Specific Fee or Program Fee), Student Fee, Use Fee (Administrative Fee Unrelated to A Specific Academic Course or Program, Auxiliary Sales and Services Charge, or Miscellaneous Charges/Charge for Service), and/or Sales and Services of Educational Activities Charge. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose.

Fees shall not be substituted for tuition and shall not be used to provide general revenue to the college. Tuition and/or fees may be used for academic facilities construction subject to the Colorado Commission on Higher Education (CCHE) fee policies. Any such building must comply with the provisions of series 16 of Board Policy.

Fee purposes are defined as:

1. Bond Fees: Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

   Student Parking Bond Fee – The purpose of this fee is to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

   *Northeastern Junior College does assess a Parking/Campus Improvement Fee.*

2. Instructional Fees: Mandatory non-campus-wide fees related to an instructional course or program.
   (a) Course Specific Fees: Mandatory non-campus-wide fees assessed by enrollment in specific courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips, required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees. Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.

   *Northeastern Junior College does assess course specific fees. Refer to the most current NJC Class Schedule for a list of course specific fees or view fees at www.njc.edu.*

   (b) Program Fees: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

   *Northeastern Junior College does assess program specific fees. Refer to the most current NJC Class Schedule for a list of program specific fees or view fees at www.njc.edu.*

2. Student Fees: Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, recreational facilities, intercollegiate athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Government Fee – A student revenue fee used exclusively to fund student representation, student activities, clubs and organizations, student travel to in-state and out of state conferences and competitions, campus center operations and maintenance, ID's, and the replacement and renewal of campus improvements as deemed by the Associated Student Government. Fee rates are approved by SBCCOE annually. A course may be exempted from the Associated Student Government Fee as outlined in Part C.

*As stated in the NJC Associated Student Government constitution, "all students of NJC will pay the Associated Student Government Fee, which is set at $2.92 per credit hour and capped at a maximum of $35.00, deeming them as members of the ASNJC. Courses may be exempted by a committee consisting of the Student Senate Finance Committee, ASG President and the ASG Advisor. This fee will provide services to all ASNJC including, but not limited to, representation, programs, and campus improvements."*

Event Center Fee – The purpose of this fee is to provide and support intramural team sports, recreation programs, special events and tournaments, and to replace and support Fitness Center equipment and facility improvements. Fee rates are approved by SBCCOE annually.

*Northeastern Junior College does assess an Event Center Fee.*

Health Center Fee – The purpose of this fee is to cover the cost of health center visits by students. Fee rates are approved by SBCCOE annually.

*Northeastern Junior College does assess a Health Center Fee.*

3. Use Fees: Mandatory campus-wide fees assessed to provide administrative and support services.

Administrative Fees Unrelated To A Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, digital databases, and AHEC-related charges. Registration fees must be charged at all schools but may be waived at the college's discretion.

*Northeastern Junior College does assess a registration fee and a technology fee.*

Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.

*Northeastern Junior College does charge for elective housing and food service plans. Refer to the most current housing and food service plans at www.njc.edu.*

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Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to health insurance, matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

*Northeastern Junior College does charge for various specific services. Refer to the list of charge for service fees at www.njc.edu.*

Sales and Services of Educational Activities: Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or are strongly encouraged.

*Northeastern Junior College does charge for various specific services. Refer to the list of these fees at www.njc.edu.*

## III. Timelines

Typically, the timeline for review and approval of student fees will approximate the following:

- *Late -January* – Proposals for student fees and other charges by the appropriate departments are submitted to the Business Office.

- *Early -February* – Preliminary proposals for new and existing Student Activity Fees and/or Bond Fees (in excess of inflation and consistent with BP 4-20) are forwarded by the Business Office to the Associated Student Government for review and comment. Associated Student Government holds open forums on Student Activity Fees and/or Bond Fees. It is the responsibility of the Business Office to work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.

- *Mid-February* – Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Business Office to the College Leadership Team for review and comment.

- *Early-March* – The Business Office forwards summary of preliminary recommendations on the proposals for student fees and other charges to the president of Northeastern Junior College. If approved by the president, the Business Office forwards the summary of preliminary recommendations to the CCCS Budget Office.

- *Early-March* – Any fees requiring student vote are listed on the Spring Associated Student Government ballot.

- *SBCCOE April Board Meeting* – An overview of preliminary recommendations for student fee and other charges are presented by CCCS Budget Office to the Board on behalf of the colleges.

- *SBCCOE April Board Meeting* – Proposal for new and existing fees (in excess of inflation) requiring student vote and must be approved or rejected (contingent upon affirmative student vote).

- *July 1* – New approved fees and other charges go into effect (usually fall semester).

# PART B--Elections and Required Approvals

## Student Elections

*Under the circumstances as outlined below*, students are required to approve new fees and increases in existing fees in the following fee categories, Student Activity Fees and Bond Fees. The president of Northeastern Junior College is responsible for administering all student elections concerning fees, upon SBCCOE approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the assessment, the purpose for which Northeastern Junior College will use the revenue, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan will also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.

Northeastern Junior College may conduct a student vote once each term. This election will be scheduled in consultation with the Northeastern Junior College Associated Student Government and will be announced to the students at least thirty (30) days in advance. The Northeastern Junior College Student Government Constitution scheduled elections may be held fall, spring, or as a special election.

The results of successful referendum elections are not subject to appeal and proceed directly to SBCCOE for disposition. No new fee, fee increases, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. All student fee elections are advisory to the SBCCOE.

## Student Approval Required (by a Majority of Votes)

Student approval through a majority vote of the student body is required for these fee categories.

1. Student Fees: New student activity fee or an increase in an existing student activity fee (in excess of inflation only).

2. Bond Fees: A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and/or operation of auxiliary or academic facilities or operations.

## Itemization of Student Fees on Billing Statements

Northeastern Junior College shall separately itemize and disclose the fees charged to students in its student billing statements. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Any optional fees or charges that are automatically assessed unless the student chooses not to pay, except for health care fees, shall be refunded, upon request, to any student who paid the fee. Such refund shall be available during the entire term in which the fee was paid.

# PART C -- Review of Fee Fund Balances and Exemption Status

The Northeastern Junior College President, or his/her delegate, will consult with the Northeastern Junior College Associated Student Government Finance Committee in its capacity to review all fees annually, prior to submission of student fees for the next fiscal year to SBCCOE, for continued applicability, accountable use of funds, and fund balance requirements. Recommendations for changes including decrease or discontinuance of fees are to be made to the administration on the same time schedule as requests for new fees. The annual review will also serve to ensure that fee fund balances are not increasing at a rate exceeding 50 percent of any fee's annual revenues, notwithstanding any prior formal agreements to collect fee revenue for expenditures in future years. If it is determined that a fee fund balance is increasing by an amount in excess of the aforementioned threshold, the college administration will consult with Northeastern Junior College Associated Student Government Finance Committee to discuss options for adjusting the fee rate per credit hour to a level that is within the stated threshold.

The Northeastern Junior College Associated Student Government Finance Committee, in its capacity of constitutional authority, may exempt courses of the ASG Fee. On an annual basis, the Northeastern Junior College Associated Student Government Finance Committee will review approved courses with exemption status of the ASG Fee to assure continued qualification for exemption. It is the responsibility of the president of

the Northeastern Junior College Associated Student Government to provide the Northeastern Junior College president, or his/her delegate, all formal actions taken by the Northeastern Junior College Associated Student Government Finance Committee concerning ASG Fee exemptions, approved or continued status.

# PART D -- Participation and Appeal Processes

## Campus Student Participation and Appeal Process

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level Northeastern Junior College's recognized student governance body, the Northeastern Junior College Associated Student Government, is consulted by Northeastern Junior College's president and/or his or her designees. At the second level a State Student Advisory Council (SSAC) exists and is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the State Board for Colleges and Occupational Education as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

Northeastern Junior College's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution. If informal resolution to the issue or issues does not occur, the president of the Northeastern Junior College Associated Student Government may file a written appeal with the college president within three (3) working days. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered. The college president will respond to the written appeal within three (3) working days. The president's written response will include rationale for either accepting or denying the written appeal. Within three (3) working days, by a majority of the membership of the Northeastern Junior College Associated Student Government, the Northeastern Junior College Associated Student Government may reject the college president's response. If a majority is not attained or if the Northeastern Junior College Associated Student Government fails to take action, the college president's response is final and no further appeals on the same issue are possible. If the Northeastern Junior College Associated Student Government rejects the college president's response, the president of the Northeastern Junior College Associated Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.

The administration and the Northeastern Junior College Associated Student Government may waive the appeal time lines by mutual consent.

## SBCCOE Participation and Appeal Process

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the Northeastern Junior College Associated Student Government with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the Northeastern Junior College Associated Student Government to inform members of the Northeastern Junior College Associated Student Government and other students of the final SBCCOE action on student fees.

# Appendix A
## CIP 2000 - Classification of Instructional Programs
## Effective April 2008

| Series | Program Title | Cost Factor |
|---|---|---|
| 01 | Agriculture, Agriculture Operations and Related Sciences | MED except for ABM, Ag Business Management HIGH |
| 03 | Natural Resources and Conservation | MED |
| 04 | Architecture and Related Services | MED |
| 05 | Area, Ethnic and Gender Studies | LOW |
| 09 | Communication, Journalism and Related Programs | LOW (all communication courses approved as LOW by CCCS CFO) |
| 10 | Communications Technologies/Technicians and Support Services | HIGH |
| 11 | Computer and Information Sciences and Support Services | MED except CISCO at HIGH |
| 12 | Personal and Culinary Services | LOW except Culinary at HIGH |
| 13 | Education | LOW |
| 14 | Engineering | MED |
| 15 | Engineering Technologies/Technicians | HIGH |
| 16 | Foreign Languages, Literatures and Linguistics | LOW |
| 19 | Family and Consumer Sciences/Human Sciences | LOW |
| 21 | Technology Educational/Industrial Arts | |
| 21.01 | Technology Educational/Industrial Arts Programs | |
| 22 | Legal Professions and Studies | LOW |
| 23 | English Language and Literature/Letters | LOW |
| 24 | Liberal Arts and Sciences, General Studies and Humanities | LOW |
| 25 | Library Sciences | LOW |
| 26 | Biological and Biomedical Sciences | MED |
| 27 | Mathematics and Statistics | LOW |
| 28.01 | Air Force JROTC/ROTC | |
| 28.03 | Army JROTC/ROTC | |
| 28.04 | Navy/Marine Corps JROTC/ROTC | |
| 29 | Military Technologies | |
| 30 | Multi/Interdisciplinary Studies | LOW |
| 31 | Parks, Recreation, Leisure and Fitness Studies | LOW |
| 32 | Basic Skills | LOW |
| 33 | Citizenship Activities | |
| 34 | Health Related Knowledge Skills | |
| 35 | Interpersonal and Social Skills | |
| 36 | Leisure and Recreational Activities | |
| 37 | Personal Awareness and Self-Improvement | |
| 38 | Philosophy and Religious Vocations | LOW |
| 39 | Theology and Religious Vocations | |
| 40 | Physical Sciences | MED |
| 41 | Science Technologies/Technicians | HIGH |
| 42 | Psychology | LOW |
| 43 | Protective Services | HIGH |
| 44 | Public Administration and Social Service Professions | LOW |
| 45 | Social Sciences | LOW |
| 46 | Construction Trades | MED |
| 47 | Mechanic and Repair Technologies/Technicians | MED except for Aviation HIGH |
| 48 | Precision Production | HIGH |
| 49 | Transportation and Materials Moving | MED except for Heavy Equipment and Aviation HIGH |
| 50 | Visual and Performing Arts | HIGH for Studio ART courses. LOW for all other ART courses (CCCS CFO approved) |
| 51 | Health Professions and Related Clinical Services | HIGH |
| 52 | Business, Management, Marketing and Related Support Services | LOW except for SBM, Small Business Management, MED |
| 54 | History | LOW (CCCS CFO approval) |
| 60 | Residency Programs | |
| 60.01 | Dental Residency Programs | |
| 60.02 | Medical Residency Programs | |
| 60.03 | Veterinary Residency Programs | |