HUMBOLDT STATE UNIVERSITY

Fee Category: ☐ Category IV (Misc. campus fees)   ☒ Category V (Self support program fees)
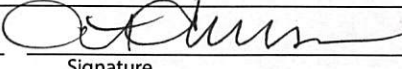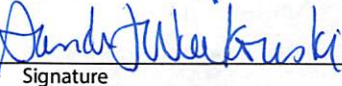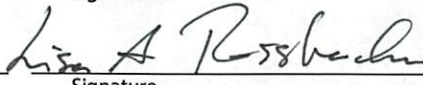
In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:
Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President
Part 2 - Fee Request Narrative
Part 3 - Financial Data Sheet

I.	**Request to:**	☐ ESTABLISH a Campus Fee ☒ ADJUST a Campus Fee
II.	**Fee Type:** (Check each applicable box)	☒ Student Fee ☐ Non-Student Fee
III.	**Name of Fee:**	Faculty Led Study Abroad in Oaxaca Mexico
IV.	**Current Fee:** $ 3000	per program
	Proposed Fee: $ 3,300	per program
V.	**Proposed Effective Date:** 3/1/17	

Routing Order:

			Signature	Date	Phone
1. Submitted by:	Carl Hansen	Dept. Representative Name		2/20/17	5877
2. Approved by:	Alex Hwu	Dean / Director Name		2/21/17	5797
3. Approved by:	**Dr. Alex Enyedi**	Vice President Name		3/3/17	3722
4. Reviewed By:	Sandra Wieckowski	Manager, Student Financial Services		2/23/17	826-4937
5. Approved By:	Lisa A. Rossbacher	President		3.3.17	x3311

HUMBOLDT STATE UNIVERSITY

MAR 0 3 2017

President's Office

☒ Fee Approved   ☐ Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

6. Form with President's signature sent to Manager, Student Financial Services.

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

1. Clearly list all assumptions used when creating this proposal.

> This budget is based on estimated costs for students to study in Oaxaca, Mexico from May 30 - Aug. 4, 2017; we have used a conservative estimate of the currency exchange rate, which has been fairly stable; we have worked with a university is Oaxaca to estimate these costs

2. Clearly state the expenditures that will be funded by this proposed revenue source.

> Student and faculty expenditures include the following: arrival hotel, housing and meals, cell phones, field trips, local and field trip transportation, faculty airfare, supplies (including photocopying and water), cultural events and guest lecturers, NGO presentations, university support from Universidad Autonoma de Benito Juarez (UABJO), etc.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

> This fee has increased beyond the range previously authorized.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

> This is the most cost effective proposal to provide safety, security and a rich educational experience for students who want to study in Oaxaca, Mexico; consideration has been given to keeping the costs as low as possible while also providing a solid experience.

5. Time line Information:

> This is a 10-week experience abroad, including 12 units of academic credit.

Name of Fee: Faculty Led Study Abroad - Oaxaca

	Current Fee	Proposed fee		
		Year 1	Year 2	Year 3
	3,000	3,300	3,300	3,300

	Current # of participants	Estimated #of participants that will be assessed this fee		
	20	20	20	20

Fiscal year	**Historical Data** (for fee increase proposal)	**Prospective Data** (2 years for fee increase; 3 years for new fee)		
	2014-15	2016-17	2017-18	2018-19

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.
New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

Fee Revenue Type:

program fees	60,000	66,000	66,000	66,000
Total Revenue: $	60000	66,000	66,000	66,000

Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

student housing and meals	32,840	36,840	36,840	36,840
cell phones	1,000	1,000	1,000	1,000
field trips	2,000	2,000	2,000	2,000
arrival hotel	1,700	1,700	1,700	1,700
faculty housing meals and transportation	5,740	5,740	5,740	5,740
supplies	500	500	500	500
guest lectures and cultural events	500	500	500	500
NGO presentations and experiences	1,000	1,000	1,000	1,000
UABJO university support	10,000	12,000	12,000	12,000
other transportation	500	500	500	500
misc/contingency	4,220	4,220	4,220	4,220
Total Expenditures: $	60000	66000	66000	66000
Net (Revenue minus Expenditures)	0	0	0	0

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
TL001	D20091	P0158	C1000	000000

Form updated: 05/11/16