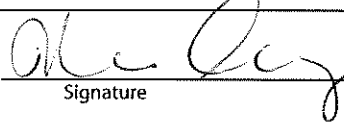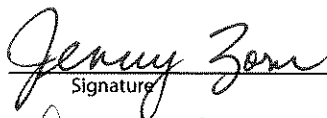# FEE REQUEST FORM

In accordance with the provisions of the Chancellor's Executive Order 1054, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

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: Poland Faculty Led Study Abroad Program Fee

IV.	**Fee Category:**	☐ Category II	☐ Category III	☐ Category IV	☒ Category V

For fee category definitions see Executive Order 1054 at www.calstate.edu/eo/EO-1054.html

V.   Current Fee: $ 3700   per   student

   Proposed Fee: $ 3600   per   student

VI.   Proposed Effective Date: Summer 2015

VII.   REQUIRED: Attach a short narrative describing the fee, why you propose to charge the fee, and the types of expenses the revenue from the fee will be used to cover.

VIII.   Authorization, if applicable (for proposed fees only).
Examples of authorization include CSU Executive Order, California Education Code, Title 5, etc.

IX.   REQUIRED Budget: Complete the **Financial Data Sheet Supporting Student Fee Request** form on page 2 and attach it to this request.

X.	Submitted by: Nate Cacciari-Roy	*(signature)*	2/16/15	x 588?
	Dept. Representative Name	Signature	Date	Phone
XI.	Approved by: Carl Hansen	*(signature)*	2/16/15	5877
	Dean / Director	Signature	Date	Phone
	Jenny Zorn	*Jenny Zorn*	2/27/15	3722
	Vice President	Signature	Date	Phone
XII.	Reviewed By: Carol Terry Lorentzen	*(signature)*		826-5728
	Assoc. Vice President, Business Services	Signature	Date	Phone

Final review and recommendation will be made according to Executive Memorandum EM:P01-05 Student Fee Advisory Committee

Required documents for submission of proposal:
   (1) Fee Request Form signed by divisional Vice President
   (2) Descriptive narrative of fee
   (3) Financial Data Sheet

Academic Affairs

FEB 25 2015

fee approved

Route all required documents to Dean/Director, Vice President, then Associate Vice President of Business Services. For questions regarding fees proposal, call Carol Terry Lorentzen, 826-5728.

HUMBOLDT STATE UNIVERSITY
Financial Data Sheet Supporting Student Fee Request

Name of Fee: Poland - Faculty Led Study Abroad Program Fee

	Current Fee	Proposed fee Year 1	Year 2	Year 3
	3,700	3,600		

	Current # of students	Estimated #of students/others that will be assessed this fee		
	11	18		

	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
Fiscal year	2013-14	2014-15		

SFAC requires one complete year of historical data for a fee increase proposal. Enter the most recent complete year. For example, if this was November of Fiscal Year 2012-2013 (July 1, 2012 to June 30, 2013), then you would enter the year 2011-2012 in column B (because the 2012-2013 data is not a complete year of data yet).

SFAC requires TWO years of prospective data for a FEE INCREASE PROPOSAL and THREE years of prospective data for a NEW FEE PROPOSAL. Enter year on new fee. For example, if this was November of Fiscal Year 2012-2013, you'd enter 2013-2014 in the first column representing the first year budget for the new fee. Then enter 2014-15 for the 2nd year, and 2015-16 for the 3rd year.

Revenue Type

Program Fee	40,700	64,800		
Total Revenue: $	40700	64,800		

Expenditure Type (List typical categories of expenditure costs for the program--salaries, benefits, travel, supplies, rental of meeting room, etc.)

Faculty Related Program Expenses	7,712	8,350		
Poland Program Service Provider Fee	32,945	53,910		
Contingency	43	2,540		
Total Expenditures: $	40700	64800		
Net (Revenue minus Expenditures)	0	0		

NOTE: NEW student fees requests need to be supported by three years of prospective data. Student Fee ADJUSTMENT requests need to be supported by one year of historical data and two years of prospective data.

Please note below the chartfield string where existing fee and expenditures are recorded.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
TL001	D20092	P0021	C1000	000000

Form updated: 12/18/13

JAN 2 7 2014

VICE PRES   NT FOR
ACADEMI   FAIRS

Date: Jan. 21st, 2013

To: Rollin Richmond, President

Through: Carol Lorentzen, AVP Business Services

From: Alex Hwu, AVP College of eLearning and Extended Education

Subject: Faculty Led Study Abroad Program Fee Increase Request

The memo is to request the establishment of fee, $3,700 for Faculty Led Study Abroad program - Poland. The HSU Faculty Led Study Abroad Programs have been a significant part of the learning experience for students. The innovative aspects of each program have truly enriched our students' personal aspiration and professional outlook. The cost of running programs has increased over the years. We try really hard to keep the cost as low as possible for our students. Please see attached budget template for justification.

1/21/14

Alex Hwu
Associate Vice President, College of eLearning and Extended Education
707-8295797

One Harpst Street • Arcata, California 95521-8299 • 707.826.3731 • fax 707.826.5885 • www.humboldt.edu/extended

THE CALIFORNIA STATE UNIVERSITY • Bakersfield • Channel Islands • Chico • Dominguez Hills • Fresno • Fullerton • Hayward • Humboldt • Long Beach • Los Angeles
Maritime Academy • Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus

Adele M. Manera

From:	Carol Lorentzen
Sent:	Friday, March 14, 2014 4:57 PM
To:	adele.desadier@humboldt.edu
Subject:	FW: Category V -- Poland Study Abroad Program Fee
Attachments:	Fee Request 2014 Poland Study Abroad.pdf

From: Carol Lorentzen [mailto:carol.lorentzen@humboldt.edu]
Sent: Friday, February 7, 2014 11:49 AM
To: Volga.Koval@humboldt.edu
Cc: 'Adele Desadier'; Sandy.Wieckowski@humboldt.edu; 'Michael Burghart'; Rebecca.Brown@humboldt.edu; Alex Hwu
Subject: FW: Category V -- Poland Study Abroad Program Fee

Poland Study Abroad Program fee is approved. Does HSU have an established operating agreement with them—we must have a signed contract before we start. Please work with Mike Burghart to set the agreement in place. Thank you, Carol

From: mbh14@humboldt.edu [mailto:mbh14@humboldt.edu] **On Behalf Of** Rollin C. Richmond
Sent: Friday, February 7, 2014 11:03 AM
To: Forust Ercole; Lino Sanchez Siegel; ddg26@humboldt.edu; gip30@humboldt.edu
Cc: Joyce Lopes; Carol Lorentzen; Alex Hwu; Robert Christensen
Subject: Category V -- Poland Study Abroad Program Fee

Dear Student Fee Advisory Committee Members:

The College of eLearning and Extended Education is proposing to establish a new Category V fee for a faculty lead, Poland Study Abroad Program. Student fees paid for this program will be used to cover the program costs such as faculty-related expenses, service provider fees, and student health insurance. Study abroad programs such as this have truly enriched our students' personal aspirations and professional outlook, and should be available to students wishing to partake in this experience. I have approved the Poland Study Abroad program fee of $3,700, effective with the advertising of this program for the 2013-2014 program year.
Please see the attached materials for additional information.

Thank you for your service on this committee.

Rollin

Rollin C. Richmond, President

Humboldt State University

Phone: 707-826-3311

Email: rollinr@humboldt.edu

1

Cell: 707-599-6699

Humboldt State University: Learning to Make a Difference. Visit us on the Web at www.humboldt.edu

HUMBOLDT STATE UNIVERSITY
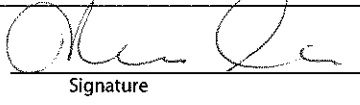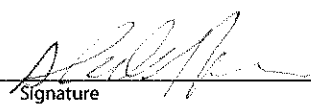
FEE REQUEST FORM

In accordance with the provisions of the Chancellor's Executive Order 1054, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

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:** Poland Faculty Led Study Abroad Program Fee

IV.	**Fee Category:**	☐ Category II	☐ Category III	☐ Category IV	☒ Category V

For fee category definitions see Executive Order 1054 at www.calstate.edu/eo/EO-1054.html

V.	**Current Fee:** $ 0	per	student
	Proposed Fee: $ 3,700	per	student

VI.	**Proposed Effective Date:** Summer 2014

VII. REQUIRED: Attach a short narrative describing the fee, why you propose to charge the fee, and the types of expenses the revenue from the fee will be used to cover.

VIII. Authorization, if applicable (for proposed fees only).
Examples of authorization include CSU Executive Order, California Education Code, Title 5, etc.

IX. REQUIRED Budget: Complete the ***Financial Data Sheet Supporting Student Fee Request*** form on page 2 and attach it to this request.

X.	Submitted by: Nate Cacciari-Roy	*[signature]*	1/23/14	x5887
	Dept. Representative Name	Signature	Date	Phone
XI.	Approved by: Alex Hwu	*[signature]*	1/21/14	X5797
	Dean / Director	Signature	Date	Phone
	✔ 1-27-12 Bob Snyder	*[signature]* BO Snyr	1/27/14	X.3722
	Vice President	Signature	Date	Phone
XII.	Reviewed By: Carol Terry Lorentzen			826-5728
	Assoc. Vice President, Business Services	Signature	Date	Phone

Final review and recommendation will be made according to Executive Memorandum EM:P01-05 Student Fee Advisory Committee

Required documents for submission of proposal:
   (1) Fee Request Form signed by divisional Vice President
   (2) Descriptive narrative of fee
   (3) Financial Data Sheet

Route all required documents to Dean/Director, Vice President, then Associate Vice President of Business Services.
For questions regarding fees proposal, call Carol Terry Lorentzen, 826-5728.

HUMBOLDT STATE UNIVERSITY
Financial Data Sheet Supporting Student Fee Request

Name of Fee: Poland Faculty Led Study Abroad Program Fee

Current Fee	Proposed fee Year 1	Year 2	Year 3
	3,700		

Current # of students	Estimated #of students/others that will be assessed this fee		
	22		

	Historical Data (for fee increase proposal)	**Prospective Data** (2 years for fee increase; 3 years for new fee)		
Fiscal year	2012-13	2013-14	2014-15	2015-16
	SFAC requires one complete year of historical data for a fee increase proposal. Enter the most recent complete year. For example, if this was November of Fiscal Year 2012-2013 (July 1, 2012 to June 30, 2013), then you would enter the year 2011-2012 in column B (because the 2012-2013 data is not a complete year of data yet).	SFAC requires TWO years of prospective data for a FEE INCREASE PROPOSAL and THREE years of prospective data for a NEW FEE PROPOSAL. Enter year on new fee. For example, if this was November of Fiscal Year 2012-2013, you'd enter 2013-2014 in the first column representing the first year budget for the new fee. Then enter 2014-15 for the 2nd year, and 2015-16 for the 3rd year.		

Revenue Type

Program Fee		81,400		
		0	0	
Total Revenue: $		81,400	0	

Expenditure Type (List typical categories of expenditure costs for the program—salaries, benefits, travel, supplies, rental of meeting room, etc.)

Program Faculty Related Expenses		4,575		
Poland Program Service Provider Fee		74,875		
Student Health Insurance		1,320		
Contigency		630		
Total Expenditures: $		81400		
Net (Revenue minus Expenditures)		0	0	

NOTE: NEW student fees requests need to be supported by three years of prospective data. Student Fee ADJUSTMENT requests need to be supported by one year of historical data and two years of prospective data.

Please note below the chartfield string where existing fee and expenditures are recorded.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
TL001	D20092	P0021	C1000	000000

Form updated:03/01/13