

**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

<b>I.</b>	<b>Request to:</b>	<input type="checkbox"/> ESTABLISH a Campus Fee	<input checked="" type="checkbox"/> ADJUST a Campus Fee
<b>II.</b>	<b>Fee Type:</b> (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
<b>III.</b>	<b>Name of Fee:</b>	Faculty Led Study Abroad Program - Leon, Spain	
<b>IV.</b>	<b>Current Fee:</b> \$ 3520	per	program
	<b>Proposed Fee:</b> \$ 4120	per	program
<b>V.</b>	<b>Proposed Effective Date:</b> Summer 2018		

**Routing Order:**

1. Submitted by:	Nate Cacciari-Roy <small>Dept. Representative Name</small>	 <small>Signature</small>	2/3/18 <small>Date</small>	5887 <small>Phone</small>
2. Approved by:	Carl Hansen <small>Dean / Director Name</small>	 <small>Signature</small>	4/3/18 <small>Date</small>	5877 <small>Phone</small>
3. Approved by:	Alex Enyedi <small>Vice President Name</small>	 <small>Signature</small>	4/10/18 <small>Date</small>	3722 <small>Phone</small>
4. Reviewed By:	Sandra Wieckowski <small>Manager, Student Financial Services</small>	 <small>Signature</small>	4/10 <small>Date</small>	826-4937 <small>Phone</small>
5. Approved By:	Lisa A. Rossbacher <small>President</small>	 <small>Signature</small>	4.13.18 <small>Date</small>	3311 <small>Phone</small>

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.

**Student Fee Category:**     Category II (Mandatory campus fees)     Category III (Course fees)

In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any Category II or III fees and must consult with the campus fee advisory committee prior to establishing or adjusting these 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

<b>I.</b>	<b>Request to:</b>	<input type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
<b>II.</b>	<b>Name of Fee:</b>	_____	
<b>III.</b>	<b>Current Fee: \$</b>	_____	per _____
	<b>Proposed Fee: \$</b>	_____	per _____
<b>IV.</b>	<b>Proposed Effective Date:</b>	_____	

**Routing Order:**

1. Submitted by:	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski	Signature	Date	Phone
	Manager, Student Financial Services			
5. Recommended by:	Chair - SFAC	Signature	Date	Phone
	<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend approval w/modification <input type="checkbox"/> Recommend Denial			
Comments from SFAC (if needed)				
5. Reviewed By:	Lisa A. Rossbacher	Signature	Date	Phone
	President			
<input type="checkbox"/> Fee Approved <input type="checkbox"/> Fee approved with modifications <input type="checkbox"/> Fee Denied				
Comments from the President (if needed):				
7. 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 fee covers costs associated with an existing faculty led study abroad program; the fee has been calculated to insure the viability and sustainability of the program. The program has been reviewed and recommended by the International Programs Resource Committee. The budget has been prepared in consultation with the faculty leader (Matthew Dean) and the College of Extended Education and Global Engagement. The fee keeps the program as affordable as possible while insuring a safe and academically sound program. A third party will provide logistical support for this program. This fee is based on current exchange rates.

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

The fee will cover all program costs including housing, certain meals, entrance fees, local transportation, faculty expenses (excluding salaries), guest lecturers, other logistical support.

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

This program has been proposed and reviewed by the academic dean, the international programs resource committee, and the Vice Provost. The budget has been prepared to insure that it will be sustainable and a self-supporting initiative. Since 2016 when this program last occurred, the exchange rate (dollar to euro) has increased by about 10% which has had the most significant impact to the increased program costs.

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

Costs have been carefully analyzed in order to make the program fee as affordable as possible while insuring the quality of the experience and the safety of the students. This is the minimum amount needed for the program to break even.

5. Time line Information:

The program begins May 24, 2018 and program fees will be collected as students enroll as soon as the program fee is approved.

Name of Fee: Faculty Led Study Abroad Program - Leon, Spain

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
3,520	4,120		

Current # of participants	Estimated #of participants that will be assessed this fee		
22	23		

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)	
	2015-16	2017-18	

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:**

student fees	77,440	94,760		
4 non refundable deposits @ \$200 each	800			
<b>Total Revenue: \$</b>	<b>78240</b>	<b>94,760</b>		

**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	44,218	53,130		
Student materials	0	1,426		
Student cell phones	1,100	1,150		
Local transportation/excursions/field trips	4,317	11,205		
Arrival hotel	3,740	4,021		
Faculty housing and meals	4,000	4,000		
Faculty insurance	260	140		
Faculty airfare	1,519	1,500		
Faculty local travel and misc	428	524		
Service provider(transportation, logistics, etc.)	17,774	16,740		
Volunteer insurance	140	0		
Contingency	744	924		
<b>Total Expenditures: \$</b>	<b>78240</b>	<b>94760</b>		
<b>Net (Revenue minus Expenditures)</b>	<b>0</b>	<b>0</b>		

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	D20092	P0167	C1000	