

**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 checked="" type="checkbox"/> ESTABLISH a Campus Fee	<input 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>	Enrollment Confirmation Deposit	
<b>IV.</b>	<b>Current Fee:</b> \$ 0	per	
	<b>Proposed Fee:</b> \$ 50	per	applicant who confirms attendance at HSU
<b>V.</b>	<b>Proposed Effective Date:</b> October 1, 2017		

Academic Affairs  
SEP 25 2017

**Routing Order:**

1. Submitted by:	John Capaccio AVP, EM <small>Dept. Representative Name</small>	 <small>Signature</small>	9/21/17 <small>Date</small>	x5367 <small>Phone</small>
2. Approved by:	John Capaccio AVP, EM <small>Dean / Director Name</small>	 <small>Signature</small>	9/21/17 <small>Date</small>	x5367 <small>Phone</small>
3. Approved by:	Alex Enyedi VP, OAA <small>Vice President Name</small>	 <small>Signature</small>	9-28-17 <small>Date</small>	x3722 <small>Phone</small>
4. Reviewed By:	Sandra Wieckowski <small>Manager, Student Financial Services</small>	 <small>Signature</small>	10/5/17 <small>Date</small>	826-4937 <small>Phone</small>
5. Approved By:	Lisa A. Rossbacher <small>President</small>	 <small>Signature</small>	10.5.17 <small>Date</small>	x334 <small>Phone</small>

Fee Approved                       Fee Denied

Comments from the President (if needed):  
*I will notify the fee committee, as required by Education Code.*

Additional comments from other reviewers:  
*This deposit will apply to the student's tuition once they enroll. If they do not register for classes, the deposit will apply to orientation program revenue. SJW*

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.

The no-show rate and thus the deposit forfeiture rate (percentage) is based on a 8 academic year average (7.6%). Funds generated from the forfeiture as shown below are likely overstated as the non-refundable deposit should reduce the number of applicant false confirms.

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

Funds collected from the Enrollment Confirmation Deposit will be used to off-set the State University Fee when the applicant attends the University. The net effect of this deposit has a zero additional cost to applicants who attend HSU. Funds generated by the forfeiture of the Enrollment Confirmation Deposit will be used to augment the Orientation Program.

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

The purpose of this fee is to delineate applicants who are invested in attending HSU. This delineation will allow HSU to better serve applicants who want to attend HSU and to reduce costs and staff time spent with those applicants who have a much less likelihood of attending HSU. Executive Order 836 allows for the collection of this fee.

Funds generated from the forfeiture of the deposit will be augment the orientation program. The current orientation fee, established in 2005, has not increased since its inception. Costs of this program have clearly increased. This augmentation will further support the orientation program and will lessen the need for future orientation fee increases.

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

We believe level of this \$50 fee is affordable for all applicants. Many CSU's charge a much higher fee (the average is approximately \$250) though at the same time many the waive the fee if a applicant is receiving financial aid. Since approximately 75% of HSU students receive some financial aid, if we were to establish a higher fee and adapt a similar policy, such a policy would defeat the purpose of the deposit.

5. Time line Information:

The deposit would be collected at the time applicant confirms attendance at HSU (deadline May 1, 20XX). Upon enrollment the deposit would be applied to the State University Fee. Forfeited deposit funds paid by applicants who do not attend would be applied to the orientation program fund on one week after census each semester.

Name of Fee: Enrollment Confirmation Deposit

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
0	50	50	50
Current # of participants	Estimated #of participants that will be assessed this fee		
4,200	4,300	4,400	4,500

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
	2017-18	2018-19	2019-20	2020-21

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:**

Enrollment Confirmation Deposit (AY)	0	215,000	220,000	225,000
<b>Total Revenue: \$</b>	<b>0</b>	<b>215,000</b>	<b>220,000</b>	<b>225,000</b>

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

State University Fee	0	198,660	203,280	207,900
Orientation Augmentation	0	16,340	16,720	17,100
<b>Total Expenditures: \$</b>	<b>0</b>	<b>215000</b>	<b>220000</b>	<b>225000</b>
<b>Net (Revenue minus Expenditures)</b>	<b>0</b>	<b>0</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
HM500	D40062			

TO: Sandy Wieckowski, Manger  
Student Financial Services

FROM: John Capaccio, Interim AYP  
Enrollment Management

DATE: September 19, 2017

RE: Mandatory \$50 Non-Refundable Enrolment Confirmation Deposit

This memorandum serves to request the establishment of a mandatory non-refundable enrolment confirmation deposit of \$50. The purpose of this fee is to allow the campus to better discern the true interest of applicants when they make a commitment to attend the University. Currently 16 of the 23 California State Universities charge such an enrollment confirmation deposit. The average fee is approximately \$250 (the current range is \$100 - \$500). We are seeking the implementation of this fee to begin with the fall term 2018. As a consequence, we will need a decision of this request as soon as possible so that we can update our recruitment information.

Executive Order 863 allows for the collection of a non-refundable enrolment confirmation deposit and stipulates that enrollment confirmation fees must be applied to the State University Fee.

The campus has struggled with the establishment of this fee for years. Of concern for many has been student's ability to pay additional costs. Especially as we compare ourselves to other CSU's we believe that the \$50 fee is not out of reach of applicants, while still asking them to make financial commitment when confirming their intention to enroll.

For the past 8 years (2010-2017), 7.6% of applicants who confirmed their attendance did not enroll at HSU. This includes new, returning and graduate applicant students, though new FTF and Transfers are the bulk of the no-shows. We anticipate that the confirmation deposit would reduce our false commitments as much as 50%.

This confirmation deposit would allow HSU to better serve the needs of students who are truly interested in attending rather than just holding a space while they wait to hear from other institutions. This then allows us to focus more on those students who have a keen interest in attending. It also in high demand years, allows us to sooner offer spaces to students who may be on waiting lists.

A secondary benefit may be to reduce false demand for on-campus housing thus allowing more students who would want to live on campus this opportunity. This in turn has a multiplier effect as students who are able to secure on-campus housing are more likely to attend HSU. This is especially true for first year students.

We have purposely aligned this proposed Enrollment Confirmation Deposit with the orientation fee as a means to further support the orientation program. The current \$50 orientation fee was set in 2005 and has not changed since its establishment. Clearly the costs of this program have increase since 2005. Student wages have increased, costs of goods has increased, likewise cost of food, etc. You will note from the chart below, given the current funding of the Orientation Program, we are forecasting a deficit for this coming year. This past summer the President's Office provided financial support for Orientation activities which supplemented our ability to provide larger events.

2017-18 Orientation Program - Projected Budget HM500 - D40062 - RS007			
501	501111	OTHER MANDATARY FEES	(103,750.00)
601	601300	SUPPORT STAFF	66,113.00
	601303	STUDENT ASSISTANT	22,835.00
603	603	Benefit Group	33,465.00
604	604090	COMMUNICATIONS	862.00
660	660002	PRINTING	4,712.00
	660003	SUPPLIES AND SERVICES	3,154.00
	660805	HOSPITALITY EXPENSE	11,781.00
<b>Deficit Total</b>			<b>39,172.00</b>

Rather than seek an increase in the orientation fee, we plan to utilize surplus revenues from the Confirmation Deposit to off-set increased costs of the orientation program, as well as to augment the program with increased services, programs and special events. We are proposing that surplus funds be dedicated to support the orientation program.

I have consulted with Dr. Alexander Enyedi, as well as the Enrollment Management staff, and all are supportive of this request. Please let me know if you need additional information or other authorization. Thank you for your assistance.

November 7, 2018

TO: Dr. Lisa Rossbacher, President  
Humboldt State University

FROM: Sandra Wieckowski, Manager  
Student Financial Services

RE: Approved Enrollment Confirmation Deposit Fee

Dr. Rossbacher,

We have a situation with implementing the approved Enrollment Confirmation Deposit that is affecting how the deposit is processed based on the language in Executive Order 863. I have discussed this with Amber Blakeslee and Peggy Metzger and we are hoping that you would allow us to make an exception to the directive from EO 863.

Per Executive Order 863 dated 5/9/2013

"The Enrollment Confirmation Deposit Fee is established at a range of 0-\$250 and will be held to confirm intention to enroll in a subsequent academic term. Upon the student's registration, the deposit will be transferred to offset a portion of the student's State University Fee".

Based on our interpretation of the EO, the enrollment deposit can only apply to tuition. This EO does not consider students receiving a Cal Grant, a State University Grant or a tuition fee waiver that is specifically tuition designated (the award can only apply to the State University Fee). In the case where a student is receiving a grant or a fee waiver, the \$50 deposit would stay on their student account as a credit and could not apply to any other outstanding fee. We would either have to have the Financial Aid Office reduce the student's grant by \$50 or refund the student the \$50 credit. At Humboldt, there is approximately 75% of the student population receiving a Cal Grant, a State University Grant, or a tuition fee waiver.

I have had conversations with many of my counterparts at other campuses and almost all of the campuses are interpreting the EO differently, they are allowing the enrollment deposit to apply to tuition or any other mandatory campus based fee. I am an officer of the Student Financial Officers Association (SFOA) and we are making it a priority to work with the Chancellor's Office to have Executive Order 863 updated to reflect best business practices.

Do you have any concerns about allowing us to apply the \$50 enrollment fee deposit to a student's mandatory campus fee if the student is receiving a tuition designated grant or fee waiver that will cover their State University Fee in full?

Respectfully submitted,  
Sandra L Wieckowski

## Sandy Wieckowski

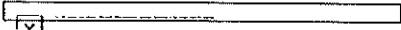
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**From:** Kay Libolt  
**Sent:** Friday, December 14, 2018 1:51 PM  
**To:** Sandy Wieckowski  
**Subject:** Fwd: "Enrollment Confirmation Deposit Fee"

FYI.

*Kay Libolt*

Presidential Aide  
Office of the President

  
Siemens Hall 224  
t 707-826-3311 | f 707-826-3505  
[libolt@humboldt.edu](mailto:libolt@humboldt.edu)  
[humboldt.edu/president](http://humboldt.edu/president)

----- Forwarded message -----

**From:** Alexander Enyedi <[aje281@humboldt.edu](mailto:aje281@humboldt.edu)>  
**Date:** Fri, Dec 14, 2018 at 12:21 PM  
**Subject:** Re: "Enrollment Confirmation Deposit Fee"  
**To:** Lisa Rossbacher <[Lisa.Rossbacher@humboldt.edu](mailto:Lisa.Rossbacher@humboldt.edu)>  
**Cc:** <[Kay.Libolt@humboldt.edu](mailto:Kay.Libolt@humboldt.edu)>

Lisa,  
I'm okay with this broader application of the confirmation deposit to cover mandatory fees.  
Thanks,  
Alex

Dr. Alex Enyedi  
Provost and Vice President of Academic Affairs  
Humboldt State University  
1 Harpst Street, Arcata, CA  
95521-8299

On Dec 13, 2018, at 16:23, Lisa Rossbacher <[Lisa.Rossbacher@humboldt.edu](mailto:Lisa.Rossbacher@humboldt.edu)> wrote:

Alex --

I forgot to ask whether you support the proposed change in practice that would allow enrollment deposits to apply to mandatory fees, rather than only tuition, in case tuition is otherwise fully covered. I think you have connected with Randy about this already.

Are you okay with my approving this broader definition of how the deposits can be applied?

Thanks!