



HUMBOLDT STATE UNIVERSITY

Office of the President

Student Fee Advisory Committee
c/o Joan Tyson, Manager, Associated Students
Humboldt State University

December 10, 2010

Dear Committee Members:

Per Executive Order 1034, campus presidents have been delegated the authority to establish, oversee, and adjust Category IV fees. The Health Center has requested two new category IV student fees: (1) Counseling Augmented Service Fee; and (2) Therapy No Show Fee.

Counseling Augmented Service Fee

Students who are not enrolled in state-supported instruction are not required to pay the mandatory Student Health and Counseling Fee. Health Services will extend counseling services to some people who do not pay the mandatory fee. This additional population would include International students, English language Institute (IELI) students, Extended Education students taking 6 or more units, and non-student partners of students needing couples counseling. The Health Center will charge \$30 per visit for these counseling services.

Therapy No Show Fee

Counseling and Psychological Services is understaffed and has a waiting list for services. When students make appointments and do not show or cancel their appointment, it keeps other students from being served. This "no show fee" will hopefully provide an incentive for students to cancel their appointments in a timely manner. The Health Center will charge \$20 per no show visit where students do not provide proper cancellation notice.

I have approved these fees to be effective with Spring 2011 semester activity.

Sincerely,

Rollin C. Richmond
President

Attachment

cc: Carol Terry, Associate Vice President, Business Services
Buzz Webb, Vice President, Student Affairs
Rebecca Stauffer, Director, Health Center



HUMBOLDT STATE UNIVERSITY

Associate Vice President for Business Services

To: Rollin Richmond, President
From: Carol Terry, AVP, Business Services
Date: December 7, 2010
Subject: Category IV Augmented Health Services fees

Executive Order 1034 establishes that the president has been delegated the authority to establish, oversee, and adjust Category IV fees. Per the executive order, category IV fees do not process through the Student Fee Advisory Committee (SFAC).

Category IV fees are defined as "Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty."

This particular request is from the Health Center to establish two different augmented health and psychology student fees—(1) Counseling Augmented Service Fee; and (2) Therapy No Show Fee.

Counseling Augmented Service Fee

Students who are not enrolled in state-supported instruction are not required to pay the mandatory Student Health and Counseling Fee. Health Services would like to extend counseling services to some people who do not pay the fee. This additional population would include International students, English language Institute (IELI) students, Extended Education students taking 6 or more units, and non-student partners of students needing couples counseling. The Health Center would like to charge \$30 per visit for these counseling services.

Therapy No Show Fee

Counseling and Psychological Services is understaffed and has a waiting list for services. When students make appointments and do not show or cancel their appointment, it keeps other students from being served. This "no show fee" will hopefully provide an incentive for students to cancel their appointments in a timely manner. The Health Center would like to charge \$20 per no show visit where students do not provide proper cancellation notice.

Please consider this request and if you approve, note your approval and return attachments and a copy of this memo to Carol Terry.

Attachment: Fee Request Forms and Financial Data Sheet

FEE REQUEST FORM
Humboldt State University



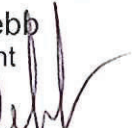
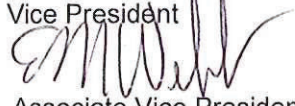
accordance with the provisions of the Chancellor's Executive Order 1034, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

I.	Request to: <input checked="" type="checkbox"/> Establish a Campus Fee	<input type="checkbox"/> Adjust a Campus Fee
II.	Fee Type: <input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III.	Name of Fee: Therapy No Show Fee	
IV.	Fee Category: <input type="checkbox"/> Category II <input type="checkbox"/> Category III <input checked="" type="checkbox"/> <i>Category IV</i> <i>For fee category definitions see Executive Order 1034 at www.calstate.edu/eo/EO-1034.html</i>	
V.	Current Fee: \$ _____ per _____ (if applicable)	
	Proposed Fee: \$20 per <i>no show</i> Visit <i>/ w/o proper cancellation prior to appointment</i>	
VI.	Proposed Effective Date: 1/18/2010	

VII. Please attach a short narrative regarding description or purpose of fee.

II. Authorization, if applicable (for proposed fees only):

IX. Budget: For a new fee request, a revenue and expenditure budget plan covering three years of activity from proposed effective date is required. For a fee adjustment, a revenue and expenditure budget plan covering the most recent year and two projected years for the fee supported activity is required. Please complete the Financial Data Sheet Supporting Student Fee Request form and attach it to this request.

X.	Submitted By: Jennifer Sanford  Department Representative	Date: 10/26/10	Phone: 3236
XI.	Approved By: Rebecca Stauffer  Dean / Director	Date: 10/26/10	Phone: 5029
	Edward Webb  Vice President	Date: 10/26/10	Phone: 3316
XII.	Reviewed By:  Associate Vice President, Business Services	Date: 11/2/10	Phone: _____

Final review and recommendation will be made according to Executive Memorandum P01-5

Counseling & Psychological Services is understaffed and each year has a waiting list for services. This fee will be charged to students who make appointments and do not show for the appointment without calling prior to the appointment to cancel.

The purpose of this fee is to help subsidize additional counselor time and as an incentive to students to cancel their appointments in a timely manner. Such cancellations will allow CAPS to utilize appointment times that otherwise would have been wasted through no-shows.

Humboldt State University
Student Fee Advisory Committee
Financial Data Sheet Supporting Student Fee Request

Counseling & Psych. Svs. Augmented Svs. Fee
(Name of Fee)

Check One Box below.

New Fee	X			
Change To Existing Fee				
	Historical Data (for fee increase proposals)	Prospective Data (2 years for fee increase; 3 years for new fee)		
Fiscal Year	2010 - 2011	2010-11	2011-12	2012-13
Revenue Type				
No Show for Appt. Fee (per visit)	\$20.00	4000	6000	6000
Augmented Services Fee (per visit)	\$30.00	300	750	750
Total Revenue (per visit)	50	4300	6750	6750
Expenditure Type				
Total Expenditures	0	0	0	0
Net (Revenue minus Expenditures)	50	4300	6750	6750

Note: Student Fee INCREASE requests need to be supported by one year of historical data and two years of prospective data

Note: NEW student fees requests need to be supported by three years of prospective data

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

Fund - Department ID - Program - Class - Project
HM507-D40007-