

Fee Proposal Request Form

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 Proposal 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

Fee Category: Category V (Self Support Program Fees)

Request To: Adjust a current fee


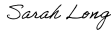

Name of Fee:

Current Fee: Per



Proposed Fee: Per

Proposed Effective Date: 08/01/2026

Routing Order:

- | | | | | |
|--------------------|---|---|------|------------------------------|
| 1. Submitted by: | Todd Larsen
Dept. Representative Name | 
<small>Todd Larsen (Nov 14, 2024 10:34 PST)</small>
Signature | Date | 707-826-5310
Phone |
| 2. Approved by: | Dean/Director Name | Signature | Date | Phone |
| 3. Approved by: | Vice President Name | Signature | Date | Phone |
| 4. Reviewed By: | Sarah Long
Budget Director | 
Signature | Date | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
SFAC Chair | 
Signature | Date | 707-826-3361
Phone |

Recommended Approval Recommended Approval w/ Modification Recommended Denial
Comments from SFAC (if needed):

- | | | | | |
|-----------------|--|--|------|------------------------------|
| 6. Approved By: | Michael Fisher
Vice President of Admin Affairs | 
<small>Michael Fisher (Nov 25, 2024 08:38 PST)</small>
Signature | Date | 707-826-3351
Phone |
| 7. Approved By: | Michael Spagna
Vice President of Admin Affairs | 
Signature | Date | 707-826-3311
Phone |

Recommended Approval Recommended Approval w/ Modification Recommended Denial
Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.
2. Clearly state the expenditures that will be funded by this proposed revenue source.
3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)
4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.
5. Timeline Information:

Current Rate Per

Proposed Rate Per

Year 1 Year 2 Year 3

Current number of participants

Estimated number of participants that will be assessed this fee

Historical Data
(for fee increase proposal)

Prospective Data
(2 years of fee increase; 3 years for a new fee)

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:

Total Revenue

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

Total Expenditures:

Net (Revenue minus Expenditures)

Fund Dept Program Class Project

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

Memo

To: Chrissy Holliday, Vice President for Enrollment Management & Student Success

From: Todd Larsen

cc: Donyet King

Date: October 9, 2024

Re: Housing & Residence Life 2026 Rate Increase Request

Attached is Housing & Residence Life's 2026 rate increase request to formalize the rate increase approval of 5% for the upcoming Fall of 2026. We have previously approved 2 years in advance, covering 2024/25 and 2025/26.

The 5% increase will help us meet our systemwide proforma goals for our debt service coverage ratio for the Chancellor's Office for our new Craftsman Mall and HDH housing projects.

We keep ahead for rate requests by 2 years in advance so we can provide Financial Aid a Cost of Attendance figure as well as have printed recruiting material for Admissions with accurate future rates.

We've shown the next year (2027/28) at 3% to match to the Budget Office's proforma modeling for HDH and Craftsman Housing Projects.

Dining rates have been pre-approved in our 20-year contract through the 2029/30 academic year.

Please let us know if you need anything further and thanks for your support.

Cal Poly Humboldt Housing Rate Increase Worksheet						
Cal Poly Humboldt Room Rate Increase			5%	5%	5%	3%
Housing Type	Room Type	2023 Rates	2024 Actual*	2025 Approved*	2026 Proposed*	2027 Proposed*
Residence Halls	Single-1	\$8,628	\$9,060	\$9,514	\$9,990	\$10,290
Residence Halls	Double -1	\$6,972	\$7,322	\$7,690	\$8,074	\$8,316
Residence Halls	Triple-1	\$5,184	\$5,444	\$5,716	\$6,002	\$6,182
Campus Apts	Single-1	\$8,628	\$9,060	\$9,514	\$9,990	\$10,290
Campus Apts	Double-1	\$6,972	\$7,322	\$7,690	\$8,074	\$8,316
Creekview	Single-2	\$9,020	\$9,472	\$9,946	\$10,444	\$10,758
Creekview	Double-2	\$7,288	\$7,654	\$8,038	\$8,440	\$8,694
College Creek	Single-3	\$9,120	\$9,576	\$10,056	\$10,560	\$10,878
College Creek	Double-3	\$7,360	\$7,728	\$8,116	\$8,522	\$8,778
College Creek	BB Double-4	\$7,088	\$7,444	\$7,816	\$8,208	\$8,454
*Rates rounded up/down to be divisible by two for equal semester charges.						
Cal Poly Humboldt Dining Rate Increase			4%	5%	4.5%	4.5%
Meal Plan		2023 Rate	2024 Actual	2025 Approved	2026 Approved	2027 Approved
All access 7 day + 175		\$5,880	\$6,116	\$6,422	\$6,712	\$7,014
Cal Poly Humboldt Combined Housing/Dining Double Room Rates						
Housing Type	Room Type	2023 Combined	2024 Combined	2025 Combined	2026 Combined	2027 Combined
Residence Halls	Double -1	\$12,852	\$13,438	\$14,112	\$14,786	\$15,330
Campus Apts	Double-1	\$12,852	\$13,438	\$14,112	\$14,786	\$15,330
Creekview	Double-2	\$13,168	\$13,770	\$14,460	\$15,152	\$15,708
College Creek	Double-3	\$13,240	\$13,844	\$14,538	\$15,234	\$15,792

Cal Poly Humboldt- Housing 5 Year Forecast

		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION w/ CRAFTSMAN	PROJECTION w/ CRAFTSMAN	
		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/28	
	Total Capacity	2049	2058	2069	2069	2170	2165	2069	2677	3033	3033	
	Rentable Capacity Less Staff:	2008	2017	2028	2028	2225	2220	2028	2621	2968	2968	
	Percent Occupancy:	97.0%	68.0%	33.0%	68.0%	88.0%	95.0%	93.0%	87.0%	91.0%	93.0%	
	College Creek Loan Year:	8	9	10	11	12	13	14	15	16	16	
INCOME:												
	(Percent Increase Residence Hall Fees Fr	5.00%	3.00%	0.00%	0.00%	0.00%	5.00%	5.00%	5.00%	5.00%	3.00%	
	(Percent Increase Conf, Dining, Workshops	1.00%	0.00%	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	
	Fees from Residence Halls	12,995,403	10,192,411	4,106,409	9,779,346	13,143,519	12,598,729	14,376,901	18,436,652	23,015,917	24,225,683	
	Budget Year Adjustment											
	Conferences, Dining Rent, Workshops & S	1,718,389	916,951	1,019,243	1,320,374	1,761,295	1,745,570	1,780,000	1,797,800	1,815,778	1,833,936	
	Other - Damages, Late Payments, Service	658,057	566,860	511,480	459,335	517,168	1,598,084	409,000	866,523	1,081,748	1,138,607	
	HEERF Funding				1,909,900	858,068						
A.	TOTAL INCOME	15,371,849	11,676,222	5,637,132	13,468,955	16,280,050	15,942,384	16,565,901	21,159,472	26,132,190	27,416,972	
	(Overall Increase in Total Income)	0.51%	-24.04%	-51.72%	138.93%	20.87%	-2.07%	3.91%	27.73%	23.50%	4.92%	
EXISTING PROGRAM OPERATIONS:												
	Salaries and Benefits	2,668,202	2,654,462	2,244,046	2,196,282	2,514,223	2,793,797	3,046,577	3,168,440	3,295,178	3,426,985	
	Campus Supported Payroll				103,348	130,847	106,735	152,622	158,727	165,076	171,679	
	Operating Expenses and Equipment	4,969,643	6,300,375	4,198,263	4,699,187	9,330,782	9,232,184	7,871,036	6,652,444	5,413,135	4,152,758	
	Other System Costs	21,792	9,244	21,133	21,477	20,089	21,987	30,985	21,094	26,059	26,059	
	Enrollment Management Support				172,000	175,200	190,000	199,500	205,485	211,649	217,999	
	\$1K Housing Allowances (20/21 start)	-0-	-0-	894,277	716,843	134,437	30,255	-0-	-0-	-0-	-0-	
	Athletic Housing Allowances		85,243	159,634	408,528	453,204	456,121	586,000	615,300	646,065	665,447	
	Grad Intern Housing				36,227	26,058	20,525	9,600	10,080	10,584	10,902	
	Covid Sgl to Dbl Dining Flex \$				343,000							
B.	TOTAL PROGRAM OPERATIONS	7,659,637	9,049,325	7,517,353	8,696,892	12,784,841	12,851,604	11,896,320	15,413,305	15,319,731	14,223,814	
	Net Operating Income	7,712,212	2,626,897	(1,880,221)	4,772,063	3,495,209	3,090,780	4,669,581	5,746,167	10,812,458	13,193,157	
CAMPUS DEBT EXPENSES												
	Existing Debt Service (JGC + Creekview)	481,875	481,625	481,625	478,255	-0-	-0-	-0-	-0-	-0-	-0-	
	Existing Debt Service - College Creek	2,920,589	2,798,702	2,813,539	2,811,034	2,797,896	2,804,323	2,808,314	2,812,489	2,812,489	2,812,489	
	Existing Debt Service - Craftsman Mall								-0-	662,000	662,000	
C.	TOTAL DEBT SERVICE	3,402,464	3,280,327	3,295,164	3,289,289	2,797,896	2,804,323	2,808,314	2,812,489	3,474,489	3,474,489	
	NET FUND BALANCE (A-B- C) Transfers to Cap Improvements & Reserves	4,309,748	(653,430)	(5,175,385)	1,482,774	697,312	286,457	1,861,267	2,933,678	7,337,969	9,718,668	
	Debt Service Coverage Ratio	2.27	0.80	-0.56	1.46	1.26	1.11	1.67	2.05	3.12	3.80	
	Five Year Average - Debt Service Ratio	1.94	1.78	1.31	1.19	1.05	0.81	0.99	1.51	1.84	2.35	
	Cummulative Cash	20,566,995	19,051,507	11,631,543	11,066,513	6,591,988	1,910,440	3,771,708	4,855,386	10,693,355	18,912,024	
	Annual HA 200/250 Repair/Cap Improve	862,058	2,244,579	2,047,804	2,456,630	4,968,004	-0-	1,850,000	1,500,000	1,500,000	1,500,001	
	Foster Ave Purchase				3,351,437							
	Remaining Fund Balance	19,704,937	16,806,928	9,583,739	5,894,675	1,623,984	1,910,441	1,921,708	3,355,386	9,193,355	17,412,023	
	Targeted Budgeted Reserves @ 8% Total	1,229,748	934,098	450,971	1,077,516	1,302,404	1,275,391	1,325,272	1,692,758	2,090,575	2,193,358	