**Student User Fee Application**

**University of California, Los Angeles**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From:

|  |  |
| --- | --- |
| Name of Contact |  |
| Organization |  |
| Department |  |

**Instructions:**

* Please provide answers to the questions in this application.
* For questions, please contact Rebecca Lee-Garcia (ext. 5-4922; rleegarcia@ponet.ucla.edu).
* Forward the completed form to (email preferred):
	+ Rebecca Lee-Garcia at rleegarcia@ponet.ucla.edu

**SUPPORTING DOCUMENTATION**:

Please see the APB website (<http://www.apb.ucla.edu/fees.html>) for the following supporting documentation:

1. Policy Statement
2. How to calculate the rate of inflation
3. Flow chart of the approval process of new fees and price increases
4. Student User Fee survey example

**Part 1: Determination of whether the fee is a Student User Fee**

In order to further determine if the fee is a student user fee, please answer the following questions:

**Question 1.**

**Does this application refer to any of the following:**

 **Y N**

|  |  |  |
| --- | --- | --- |
| 1. The establishment of a new fee or an increase to an existing fee?
 |  |  |
| 1. Are enrolled UCLA students the primary or a significant portion of the intended user group or audience?
 |  |  |
| 1. Is the fee a voluntary fee? (See definition below)
 |  |  |

**If the answers to all three questions above are yes, please answer the following questions and submit to Rebecca Lee-Garcia at** **rleegarcia@ponet.ucla.edu****; ext. x54922.**

1. Name of proposed activity:
2. Provide a short description of the student fee that is being requested or updated.
	* New Fee? Updating Fee?
	* Short description of what the fee supports:
	* New fee proposed amount ($ per student):
	* Current fee amount ($ per student):
	* Proposed updated fee amount ($ per student) and resulting % increase:
3. Of those that are or will be charged the fee, how many participants make up the total intended user group?
4. Of those that are or will be charged the fee, how many of them are UCLA enrolled students?
5. What is the resulting UCLA student proportion of the intended user group (%)?
6. Revenue questions:
	* What is the total annual revenue generated by this fee?
	* What portion of the total annual revenue is from students?

Note: In order to help define voluntary fees, below is the definition of mandatory fees:

“Mandatory fees must be paid by all registered students to whom the fees applies to fund student related services and programs. These fees include, but are not limited to, the Educational Fee, the Student Services Fee, non-resident tuition, student health insurance, student government and activities, and fees related to the construction and maintenance of fee-funded facilities. Mandatory campuswide student fees must be approved by the Regents or the President. They are governed by University of California Policy 90.00, *Policy on Campus-Based Student Fees”* (Student User Fee Policy, pg 3).

**Part 2: Student User Fee Application**

There are two categories of user fee proposals: (1) new fees for programs and/or services or sales of commodities; and (2) price increases to existing sales or services.

Please fill out the following appropriate section of this application depending on the type of user fee proposal that you are submitting. The three sections are as follows:

* **Section A**: Section to fill out for a new fee proposal.
* **Section B**: Section to fill out for an increase to an existing fee that **exceeds** the rate of inflation from when the fee was last approved by APB.
	+ See the supporting documentation on the APB website for information on how to calculate the rate of inflation. The document can be found here: <http://www.apb.ucla.edu/fees.html>
* **Section C**: Section to fill out for an increase to an existing fee that is **at or under** the rate of inflation from when the fee was last approved by APB.
	+ See the supporting documentation on the APB website for information on how to calculate the rate of inflation. The document can be found here: <http://www.apb.ucla.edu/fees.html>

**Section A**

**If the proposed user fee is a new fee, please provide the following information:**

**Fee Information**

1. Briefly describe the good(s) or service(s) offered with this new fee. Feel free to include the same information that was described in Question 1 of the Sales and Service Fund application, or add any additional information that would be helpful in describing the proposed user fee.
2. What is the proposed new fee to be charged per unit?
3. Could the services provided with the revenue generated from the proposed fee be funded through Student Services Fees (SSF) funding or other fund sources? Please refer to the *Basic Services* paragraph in Section V (p. 8) of the User Fee Policy for a description of the types of services that should be funded through Student Services Fee (SSF) funds. The user fee policy can be found at: <http://www.apb.ucla.edu/fees.html>

You can also refer to the SSF policy guidelines at: <http://www.apb.ucla.edu/Other/StdntFeeImplmtGdlns.pdf>

1. Do other UC campuses provide a similar service? If so, what fee is charged to students?
2. Why is there a need to establish this user fee? What cost factors, if any, are driving the need to establish this fee?
3. Please provide a 3-year budget plan, which includes anticipated expenses for providing the service and all anticipated sources of funds.
4. What is the plan for assessing and collecting the fee in a safe and cost effective manner? Consideration should be given to the physical safety of staff and users through implementation of approved cash handling procedures or use of the campus Billing and Accounts Receivable (BAR) system.

**Student Impact**

1. How many students do you anticipate using the services? How many non-students do you anticipate using the services?
2. Please provide evidence of consultation with an appropriate School or Department student advisory group (e.g. the Law School’s Student Bar Association). If this type of student group does not exist, surveying students who are majors in the School or Department represents an appropriate consultation. Lastly, if neither type of student group can be consulted, the Student Fee Advisory Committee (SFAC) would then serve as the appropriate student advisory group. Please notify APB if SFAC is the appropriate advisory group. *See the supporting documentation on the APB website for an example of a student survey that could be used to gather information from a student advisory group. The survey can be found here:* <http://www.apb.ucla.edu/fees.html>
3. Will the fee affect student access to the service? For example, will charging the fee reduce student use of the service?

Complete approval process:

* The flow chart of the approval process can be found here: <http://www.apb.ucla.edu/fees.html>
* See **Section A** of the flow chart.

**Section B**

**If the proposed user fee is an increase to an existing fee that exceeds the rate of inflation from when the fee was last approved by APB, please provide the following information:**

**Fee Information**

1. Briefly describe the good(s) or service(s) offered with this fee. Feel free to include the same information that was described in Question 1 of the Sales and Service Fund application, or add any additional information that would be helpful in describing the user fee.
2. Please state the following (**a table format is preferred**):
	1. Date of inception of the fee, and the fee charged per unit at that time.
	2. Date of the last time the fee was approved by APB (if different from the date of inception) and the updated fee charged per unit.
	3. Current fee charged per unit.
	4. Current fee as adjusted for CPI
		1. *See the supporting documentation on the APB website for information on how to calculate the rate of inflation. The document can be found here:* <http://www.apb.ucla.edu/fees.html>
	5. The proposed new fee to be charged per unit. The increase in the fee should be over the rate of inflation.
	6. Increase in the fee (CPI vs proposed fee) in terms of dollars and percent
3. Why is there a need to increase the user fee? What cost factors, if any, are driving the increase in the fee? Can other fund sources be used?
4. Please provide a 3-year budget plan which includes anticipated expense for providing the service and all anticipated sources of funds. The budget plan should demonstrate the need for the fee increase to cover costs.

**Student Impact**

1. How many students do you anticipate using the services? How many non-students do you anticipate using the services?

Please provide evidence of consultation with an appropriate School or Department student advisory group (e.g. the Law School’s Student Bar Association). If this type of student group does not exist, surveying students who are majors in the School or Department represents an appropriate consultation. Lastly, if neither type of student group can be consulted, the Student Fee Advisory Committee (SFAC) would then serve as the appropriate student advisory group. Please notify APB if SFAC is the appropriate advisory group.

*See the supporting documentation on the APB website for an example of a student survey that could be used to gather information from a student advisory group. The survey can be found here*: <http://www.apb.ucla.edu/fees.html>

1. Will the increase in the user fee affect students? For example, will changing the fee reduce student use of the service?

Complete approval process:

* The flow chart of the approval process can be found here: <http://www.apb.ucla.edu/fees.html>
* See **Section B** of the flow chart.

**Section C**

**If the proposed user fee is an increase to an existing fee that is at or under the rate of inflation from when the fee was last approved by APB, please provide the following information:**

1. Briefly describe the good(s) or service(s) offered with this fee. Feel free to include the same information that was described in Question 1 of the Sales and Service Fund application, or add any additional information that would be helpful in describing the user fee.
2. Please state the following (**a table format is preferred**):
3. Date of inception of the fee, and the fee charged per unit at that time.
4. Date of the last time the fee was approved by APB (if different from the date of inception) and the updated fee charged per unit.
5. Current fee charged per unit.
6. Current Fee as adjusted for CPI
	* 1. *See the supporting documentation on the APB website for information on how to calculate the rate of inflation. The document can be found here:* <http://www.apb.ucla.edu/fees.html>
7. The proposed new fee to be charged per unit. This should show that the increase in the user fee is at or under the current rate of inflation.
8. Increase in the fee (CPI vs current fee) in terms of dollars and percent
9. Why is there a need to increase the user fee? What cost factors, if any, are driving the increase in the fee? Can other fund sources be used?
10. How many students do you anticipate using the services? How many non-students do you anticipate using the services?

Complete approval process:

* The flow chart of the approval process can be found here: <http://www.apb.ucla.edu/fees.html>
* See **Section C** of the flow chart.