***UCCS STATEMENT ON FEE ALLOWABLE USES AND RESTRICTIONS***

FY 2016-17 Guidelines

These guidelines have been developed to ensure the appropriate collection and use of all fee categories as referred to in the UCCS Institutional Fee Plan. These guidelines are to assist departmental personnel for the proper recording of fee revenue and expenditures. These guidelines are to be used in conjunction with the UCCS Institutional Fee Plan.

All fees and changes to existing fees must be approved by the University of Colorado Board of Regents.

**Academic Fees:**

UCCS will use the following as guidelines in reviewing actual expenditures in academic fee speed types.

Examples of allowable expenses are:

• Student academic or career advising that is school/college specific, including internship placement

• Salaries, wages, and benefits for instructional support activities (i.e. teaching assistants, etc.), except that such personnel may not serve as the instructor of record;

• The purchase of the typical laboratory supplies previously covered by lab fees;

• Materials and equipment used in lab or field experiments;

• Materials and equipment for language laboratory technology;

• Materials and equipment for lab modifications;

• Learning/tutoring assistance centers as targeted for a specific program;

• Immunization compliance management;

• Furniture and equipment for specific program use (including laboratory furnishings);

• Student recruitment for the specific program identified;

• Travel costs related to program specific field trips;

• Charges for maintenance required for the continued use of allowable items purchased with instructional program fees;

• Student academic or career advising that is school/college specific, including internship placement; or

• Purchases of instructional equipment and supplies for instructional use in specific programs.

Examples of non-allowable expenses are:

• Photocopying for administrative or management staff or offices

• Furniture for administrative areas

• General office supplies, to include normal/expected classroom materials, such as syllabus costs and dry erase markers

• Equipment not accessible to students

• Program marketing costs

• Scholarships

• Equipment for administrative or management staff or offices;

• General advertising or marketing (although fee revenues may be used for making the service that is funded by the fee available to students);

• Facility remodeling for non-program modifications;

• Instructor of record (including leading scheduled discussion sections, recitations, or lab sections, or grading of assignments);

• Student teaching assistantships if they are the instructor of record;

• Graders;

• Personnel recruiting expenses;

• Regular classroom materials and supplies, such as chairs or desks, chalk or erasers, or equipment for AHEC SMART classrooms;

• Student and non-student personnel costs (salaries and benefits) for administrative services or for direct instructional activities (i.e. for faculty or instructors salary and benefits);

• Travel except costs related to program specific field trips;

• Entertainment;

• Special functions for faculty or staff;

• Vehicle rental except when related to program specific field trips;

• Faculty computers and general, non-course specific, software; or

• Anything not specifically in the request and approved by the Regents.

**Auxiliary Fees:**

Auxiliary fee usage is listed in the ballot language which is voted on by the student body. Revenue from these fees are to be expensed for the uses outlined in the ballot language.

UCCS mandatory student fees shall not be used for constructing, renovating or maintaining an academic or administrative building unless the following conditions are met:

• All other financing options have been explored

• Students approved the use of funds through a student body vote

• Any referendum relating to the use of fees under this section is initiated by the Student Government Association

• Students are involved in the entire project

**Administrative Fees:**

Administrative fees are charged for specific services and revenue generated from these charges should only be used to cover administrative costs to provide those services.

**Other Assessments:**

Revenue from charges for service and user fees are to be utilized for the service for which the fee is being charged.