

CAMPUS FEE GUIDELINES

The proposal to justify a new fee or increase an existing fee must address the following points:

1. **DEMONSTRATED NEED:** Your proposal must answer the question, "Why is the fee or increase needed?" Your narrative should clearly demonstrate the need as you describe what is happening differently *now*, or what you expect to change in the near future, that will bring about the fee or increase. Fee increases should be used to fund mandatory costs, an expansion of existing services, the provision of new services, or necessary upgrades.
2. **METHODOLOGY:** Your proposal must demonstrate how you determined the fee or the increase and explain why it is reasonable. The fee or the increase:
 - a. Must be reasonable relative to the cost of a product or service (i.e., cannot charge a \$50 fee if supplies, equipment or service provided only cost \$5.)
 - b. Must show how this proposed fee or increase compares to other SUNY schools or local colleges with similar fees.
3. **SERVICES OR PRODUCTS:** Your proposal must identify what the students will be paying additional dollars for. The services or products provided to the students for the new fee or increase in the existing fee should be clearly explained.
4. **STUDENT CONSULTATION:** Your proposal must indicate the process used to "consult" with students about the new fee or increase to the existing fee. This is not to be done with just a few students and notification to the Student Government Association is required. Include a description of the participatory process in which students are provided details on the anticipated fee or increase and how it is to be used. Students should be allowed a forum where the merits of the fee or increase can be questioned and discussed with campus leadership
5. **SUMMARY BUDGET:** Your proposal must include a budget with expected revenue from the fee or increase and related costs to show that you are not gouging students and to show what money will be spent on. Normally the additional fee revenue should equal the additional costs. If you have a high cash balance in your account, it is doubtful that a request for an increase will be approved unless you can demonstrate that the existing amount is earmarked for specific uses. Campuses are required to provide a three-year historical view of account activity as a three-year projection of account activity.
6. **HIGHER EDUCATION PRICE INDEX (HEPI):** Your proposed increase has to be in line with the most recent HEPI index. HEPI measures inflation in educational costs from year to year. Keep in mind that any proposed increase cannot exceed the HEPI index unless under extenuating circumstances. Call the Business & Finance Division for the current HEPI.

Once your proposal is prepared, e-mail it to Business & Finance for review. Business & Finance will advise the College President and interact with System Administration to obtain approval.

You can find more information on SUNY's Fee Policy (Document Number 7804) at:

https://www.suny.edu/sunypp/documents.cfm?doc_id=398