

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
REQUEST TO ESTABLISH OR CHANGE A CAMPUS FEE**

**Complete and Route for Signature Approval**

**MUST be Submitted no later than the due date: **FRIDAY, OCTOBER 13, 2023****

**Fee requests must be consistent with CSU Student Fee Policy - Executive Order 1102**

***IMPORTANT: All Category III, IV, V fee proposals will be submitted to the Budget Office. All Category II fee pre-proposals will be submitted to the respective Vice President for Cabinet's review and discussion.***

Person Requesting Fee:				Date of Request:			
Title:			Department:			Ext:	
Type of Fee: Refer to EP 1102	(Check One)	<input type="checkbox"/> Category II	<input type="checkbox"/> Category III	<input type="checkbox"/> Category IV	<input type="checkbox"/> Category V		
Title of Fee (Include course information):							
(Check One)	<input type="checkbox"/> New Fee	<input type="checkbox"/> Existing Fee	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease			
Current Fee Rate:				Proposed Fee Rate:			
Description / Purpose of fee to be established or adjusted:							
Reason for fee increase or decrease:							
Addition Information, if available:							
Historical Fee Background (When was the fee established? When was the last time it was adjusted?)							
How was the amount of the fee created or decided?							
What effort have been undertaken to mitigate the cost of this fee?							
What efforts or avenues have been pursued before seeking a fee?							
How will students fee balance be programmatically spent? Are reserves anticipated year to year?							
If this is an increase to an existing fee, what is the present account balance?							
Are there other similar courses with existing fees? If so, please list the course fees.							
This fee is established or adjusted to offset costs directly related to the activity indicated and, to the best of my knowledge, complies with the standards specified in Executive Order 1102.							
<b>REQUIRED APPROVALS: All the signatures below MUST be obtained prior to submitting this form.</b>							
Department Head:				Date:			
Dean /AVP:				Date:			
Vice President:				Date:			
* Administrative/ overhead fees and inflationary adjustments cannot be added to miscellaneous course fees.							

**Submit completed form to Nick Norimoto, University Budget Director, Administration and Finance, Welch Hall B-470**

## Request to Establish or Adjust a Student Fee

California State University, Dominguez Hills

<b>Fee Name:</b>	
<b>Supply/Service Provided:</b>	
<b>Use of Revenue:</b>	
<b>Chartfield (if existing):</b>	
<b>Special Note:</b>	

					Annual Revenue		
Course #/Fee Name	Current Rate	Proposed	Difference	# Student	Current	Proposed Yr. 1	Proposed Year 2
Current Year							
Proposed Year 1							
Proposed Year 2							

Expenditure			
Category	Current	Proposed Year 1	Proposed Year 2
Salaries			
Benefits			
Supplies/Services			
Travel			
Equipment			
Other (explain)			
<b>Total</b>			
<b>Overage (Deficit)</b>			
<b>Beginning Fund Balance</b>			
<b>Ending Fund Balance</b>			

*The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The President shall ensure that appropriate and meaningful consultation occurs prior to adjusting any fee and before requesting that the Chancellor establish a new Category II or Category III fee. The president does have limited authority to establish or adjust Category III fees only within a range as established in Executive Order 1102.*

## Request to Establish or Adjust a Student Fee

California State University, Dominguez Hills

<b>Fee Name:</b>	Art xxx Course Fee
<b>Supply/Service Provided:</b>	Art Materials
<b>Use of Revenue:</b>	Suuport course related expenses, e.g., salary/benefit & OE&E
<b>Chartfield (if existing):</b>	FTxxx
<b>Special Note:</b>	Fee will increase by \$1 in subsequent year after initial increase.

					Annual Revenue		
Course #/Fee Name	Current Rate	Proposed	Difference	# Student	Current	Proposed Yr. 1	Proposed Year 2
Current Year	\$ 80			45	\$ 3,600		
Proposed Year 1		\$ 110	\$ 30	50		\$ 5,500	
Proposed Year 2		\$ 111	\$ 1	55			\$ 6,105

Expenditure				
Category	Current	Proposed Year 1	Proposed Year 2	
Salaries	\$ 2,000	\$ 2,060	\$ 2,122	
Benefits	\$ 900	\$ 968	\$ 1,040	
Supplies/Services	\$ 500	\$ 515	\$ 530	
Travel	\$ 500	\$ 515	\$ 530	
Equipment	\$ 200	\$ 206	\$ 212	
Other (explain)	\$ 200	\$ 206	\$ 212	
<b>Total</b>	<b>\$ 4,300</b>	<b>\$ 4,470</b>	<b>\$ 4,647</b>	
<b>Overage (Deficit)</b>	<b>\$ (700)</b>	<b>\$ 1,030</b>	<b>\$ 1,458</b>	
<b>Beginning Fund Balance</b>	<b>\$ 600</b>	<b>\$ (100)</b>	<b>\$ 930</b>	
<b>Ending Fund Balance</b>	<b>\$ (100)</b>	<b>\$ 930</b>	<b>\$ 2,388</b>	

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