

Miscellaneous Student Fees

Establishment and Review

SUMMARY OF GUIDING POLICIES

I. Delegation of Authority:

According to the November 2, 2010 Delegation of Authority (DA 2557) from the Office of the President, Chancellors are authorized to establish and set fee levels for miscellaneous student fees (e.g., user fees) and deposits, Course Materials and Services Fees, and administrative service charges and penalties. These fees, deposits and service charges, which must comply with any applicable guidelines, are assessed for such purposes as:

- covering the cost of non-instructional services or materials;
- encouraging compliance with administrative rules;
- replacing or repairing equipment which is damaged by students beyond normal wear and tear;
- providing course-related materials, tools, and equipment to be consumed or retained by the student;
- recovering costs through rental charges for the student's use of University-owned tools, musical instruments, or other equipment;
- covering the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student;
- covering the cost for special instructional programs mounted on a local or systemwide basis;
- damage and loss deposits.

II. General Criteria for All Miscellaneous Student Fees:

The following general criteria for all miscellaneous fees are established by the November 2, 2010 Delegation of Authority (DA 2557) from the Office of the President:

- When establishing or proposing new fees, deposits, or charges, a test of reasonable relation shall be applied between the fee, deposit, or charge and its purpose.
- Increases in these fees, deposits and charges shall be moderate and gradual. As appropriate, ongoing advisory groups shall be used that include students to provide advice on these fees, deposits and charges.
- Students shall be given adequate advance notice of increases in these fees, deposits and charges, as well as the establishment of new fees, deposits and charges.

III. Miscellaneous Student Fee Advisory Committee:

The Miscellaneous Student Fee Advisory Committee was appointed by the Chancellor and is composed of representatives from the following student groups and UCSF divisions:

- Associated Students of UCSF
- Graduate Students' Association
- Student Academic Affairs
- Office of Student Life
- Office of the Registrar
- Budget Office
- Graduate Division
- School of Dentistry

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- School of Medicine
- School of Nursing
- School of Pharmacy

The committee's charge is to review requests to establish and set fee levels for students for miscellaneous user fees, administrative service charges and penalties, course materials fees, and deposits.

IV. Establishment of a New or Revised Miscellaneous Student Fee:

Departments may not assess and collect miscellaneous student fees or course materials and services fees that have not been approved by the Chancellor. The campus Miscellaneous Student Fee Advisory Committee is responsible for the review of new fee proposals, including proposals to adjust existing fees, and providing recommendations to the Chancellor.