

In the
**Supreme Court of the
Undergraduate Student Government**

**PRESIDENT MATTHEW H. GRAHAM AND EXECUTIVE
VICE-PRESIDENT ALEXANDER E. DIMITRIYADI,**

Petitioners,

v.

**THE ELECTIONS BOARD OF THE UNDERGRADUATE
STUDENT GOVERNMENT AT STONY BROOK UNIVERSITY**

Respondent.

BRIEF FOR THE RESPONDENT

Matthew H. Graham, Alexander E. Dimitriyadi

Advocates

QUESTIONS PRESENTED

- 1) Whether the referendum to raise the Student Activity Fee in the Fall 2010 elections for the Spring 2011 semester was conducted in accordance with SUNY policy regarding referendum on the Mandatory Student Activity Fee.
- 2) Whether a vote to raise a fee retroactively may be binding on a future semester?

STATEMENT OF THE CASE

On September 30th, 2010, the Senate passed the "2010-2011 Referendum on the Undergraduate Student Activity Fee," 18-0-0. The Referendum proposed to raise the Student Activity Fee from \$94.25 per semester to \$100 per semester beginning for the Spring 2011 semester. It was approved by the Executive Council on October 1st, 2010 by a vote of 5-1-0. During the Fall 2010 elections, held November 29th 2010 through December 3rd 2010, the Referendum passed by a vote 117-101.

ARGUMENT

I.

In considering whether the referendum to raise the Student Activity Fee in the Fall 2010 elections for the Spring 2011 semester was conducted in accordance with SUNY policy regarding referendum on the Mandatory Student Activity Fee, the Courts must consider State University of New York Policy regarding the Mandatory Student Activity Fee. Attached to this brief is Appendix A of SUNY Policy Titled *Student Activity Fee – Mandatory. Appendix A – Guidelines for Conduct of the Referendum Under Policy of the Board of Trustees* states—

Special efforts should be made to assure:

1. Wide dissemination of the provisions of the policy of the State University Board of Trustees to inform the student body.
2. Extensive campus publicity concerning the referendum and any other measures, including holding the referendum on the same day as student government elections, to encourage maximum student participation and voter turnout.
3. A polling period which will be convenient for the greatest number of voters.
4. An advantageous location of polling places to provide easy access for students (including students with disabilities) and alternate formats to accommodate the needs of students with disabilities.

As the aforementioned clause shows, this policy is concerned primarily with inclusion. However in the Fall 2010 elections, 218 students voted either in the affirmative or negative for the Activity Fee Referendum. According to the Stony Brook University Office of Facts and Figures, 16,342 students are enrolled as undergraduate students this fall. This means that 1.33% of the undergraduate student body participated in the activity fee referendum. The spirit and intent of this policy is to ensure that a sizeable amount of students participate in any change regarding the Student Activity Fee. 218 students on the Stony Brook University campus don't constitute a mandate to raise the Student Activity Fee and it is the opinion of the Petitioners that the lack of participation in these elections was due to the lack of publicity. Evidence attached also to this brief shows that the front page of the USG website does not even make mention of the Activity Fee

Referendum. If the Court were to rule in favor of upholding the Referendum, it would possibly open the USG and Stony Brook University to legal liability for being in violation of NY State law if a complaint were filed against the University to SUNY. The Petitioners urge the Court to rule the Referendum vote as null-and-void, keeping the Student Activity Fee at \$94.25 per semester.

II.

In considering whether a vote to raise a fee retroactively may be binding on a future semester, the Court must consider the language used on the ballot for the Student Activity Fee referendum. The clause stated—

The Student Activity Fee has remained at \$94.25 per semester since 2005. Since then, the amount of clubs funded by the Undergraduate Student Government has risen to over 160 with new clubs requesting funding every year. Combined with the increased amount of money allocated for programming and services provided directly by the USG, in the future the amount of money that can be allocated towards clubs will become increasingly limited. In order to alleviate some of these constraints and keep club funding stable in future semesters, the Undergraduate Student Government is proposing to raise the Student Activity Fee to \$100 per semester beginning in the Spring 2010 semester.

Of particular concern to the Court is the final sentence, which states, "...the Undergraduate Student Government is proposing to raise the Student Activity Fee to \$100 per semester beginning in the *Spring 2010* [emphasis added] semester." This clause, which appeared on the ballot explaining the Student Activity Fee referendum increase, was voted to take effect last spring semester. This retroactive increase of the Student Activity Fee would require that all students who attended Stony Brook University in the Spring 2010 and Fall 2010 semesters to be charged \$5.75 per semester. SUNY Policy Titled "Fees, Rentals and Other Charges," does not provide any provisions to retroactively charge Fees after the semester has already started. It is the Petitioners opinion that this was misleading to the student body and be challenged to SUNY if it were raised. The Petitioners urge the Court to rule the Referendum vote as null-and-void, keeping the Student Activity Fee at \$94.25 per Semester.

CONCLUSION

Especially in these hard economic times, every conceivable effort should be made to educate the student body on any change in Tuition and Fees. What makes this potential raise even more egregious is that it is entirely controlled by the Undergraduate Student Government and the student body. Only 218 students voted in this election! This is completely embarrassing and an outrage. Rather than forcing this raise on all undergraduate students next spring, we need to do the right thing for the students we were elected to represent. If we can continue with this raise, it will be completely negligent on the part of the USG and would open the USG and Stony Brook University to a formal

complaint to SUNY. The Petitioners urge the court to overturn this referendum whilst maintaining the responsibility to the student body and the integrity USG ought to have.

Undergraduate Student Government
Stony Brook University
SAC Suite 202, Room 210
(631) 632-6473



Matthew H. Graham
President

Alexander E. Dimitriyadi
Executive Vice-President

Dear Stony Brook Undergraduate Students,

Last week a Referendum was placed on the ballot for the USG elections to raise the Undergraduate Student Activity Fee from \$94.25/semester to \$100/semester. The Referendum passed with 117 votes in the affirmative and 101 against. Our Constitution demands that this Referendum be binding, meaning your Student Activity Fee would be raised beginning with the Spring 2011 semester. Along with Executive Vice-President Alexander E. Dimitriyadi and many members of the Senate, I have drafted and submitted a brief to our Supreme Court to overturn the vote to raise the Student Activity Fee. With nearly 16,000 undergraduate students here at Stony Brook, 218 students does not constitute a mandate of the student body. While we proposed the increase, as your elected student leadership, we feel that turnout for this Referendum was too small and that it is only right that this increase not be implemented for next semester. As our slogan dictates, we always strive to put "Students First."

Sincerely yours,

Matthew H. Graham
President



- Home
- About
- Budget
- Laws
- Offices
- Senate
- Events
- Services
- Clubs
- Participate
- ALLOCATE

Fall Elections Updates

by admin on November 29, 2010

ELECTIONS ARE OPEN UNTIL FRIDAY 12/3 AT NOON.

Please visit <http://sbusg.org/vote> for the most recent information about the Elections. This will be the only consistent and reliable source of information that we can maintain.

Posted in News | Leave a response

Budget Process

by Spenser Cushing on October 25, 2010

Dear Clubs,

Many Clubs have been saying that they are not receiving a confirmation email for the applications. This was because the web page following submitting your form was the confirmation. There is no email confirmation. Also many clubs had difficulty submitting their spreadsheet due to formatting issues. Due to this I will be allowing clubs to submit their spreadsheet directly to me via email until the morning of Thursday October 28th at 6am. Please submit to [scushing \[at\] stonybrookusg.org](mailto:scushing@atl.stonybrookusg.org).

However these clubs do not need to submit as I have all of their information from the form.


 <p>Category: Financial Student Affairs</p> <p>Responsible Office: <u>University Life</u></p>	<p>Policy Title: Student Activity Fees - Mandatory</p> <p>Document Number: 3901</p> <p>Effective Date: September 28, 2004</p> <p>This policy item applies to: State-Operated Campuses</p>
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Table of Contents

- [Summary](#)
- [Policy](#)
- [Definitions](#)
- [Other Related Information](#)
- [Procedures](#)
- [Forms](#)
- [Authority](#)
- [History](#)
- [Appendices](#)

Summary

This policy governs the collection, use and disbursement of mandatory student activity fees.

Policy

Student Activity Fees

A. Referendum

Prior to the close of the academic year 2004-2005 and every two years thereafter, the student body (or such components thereof as may be designated by the campus president or designee) at each state-operated campus of the State University of New York shall determine by referendum whether student activity programs shall be supported by either voluntary or mandatory student fees. Such referendum (Appendix A Guidelines for the Conduct of the Referendum Under Policy of the Board of Trustees") shall be held on the same day as the annual elections for officers of the representative student organization or organizations (hereinafter referred to as student government"). The determination resulting from each referendum shall remain in force for a period of two academic years, except that at any time and from time to time within such two year period a subsequent referendum held in accordance with the constitution and by-laws of the student government may affect a change in this determination with respect to the following academic year.

B. Voluntary fees

Where students at a state-operated campus have determined to make the payment of student activity fees voluntary, the student government shall be responsible for the collection, appropriation and disbursement of such fees subject to the permitted uses authorized in section (C) (3) (Use of Funds) of this policy. With the approval of the campus president or designee, personnel or facilities of the campus, or both, may be used in connection with the collection of such fees on behalf of the student government provided that the collection of voluntary student activity fees is clearly distinguished from the collection of required University fees.

C. Mandatory fees

Where students at a state-operated campus have determined to make the payment of student activity fees mandatory, the appropriation, collection and disbursement of such fees, whensoever collected, shall be governed by the following regulations:

1. Preparation and certification of the budget

- a. The student government shall prepare and approve a budget governing expenditures from student activity fees in accordance with the constitution and by-laws of the student government, and consistent with the principles of equal opportunity and viewpoint neutrality, prior to registration for each academic year.
- b. The constitution and by-laws of such student government shall specify the criteria governing eligibility for funding of and allocations to student organizations from student activity fees. While referenda of the student body may not be used to help determine specific allocations to particular student organizations, mechanisms such as polls or surveys may be used to ascertain student interest and participation in programs or events.
- c. Allocations included in the budget shall fall within programs defined in section (C) (3) (Use of Funds) of this policy. The approved budget shall thereafter be presented to the campus president prior to the registration for each academic year for review and certification that the allocations from the fee and any proposed sources of revenue are in compliance with the provisions of section (C) (3) (Use of Funds) of this policy. Upon determination by the campus president or designee that the approved budget is in compliance with these regulations, he or she shall so certify and such certification shall authorize the collection of the fee at registration.

Appeals

In the event that the campus president or designee concludes that a particular proposed allocation included in the budget may not be in compliance with the provisions of this part, he or she shall refer such proposed allocation to a campus review board composed of eight members of whom four shall be appointed by the student government and four appointed by the campus president or designee. The campus review board shall study the proposed allocation and make a recommendation to support or not to support it. The campus president or designee shall thereafter make the final decision. Any proposed allocation which is determined not to be in compliance with the provisions of these regulations shall be excluded from the budget.

2. Collection at registration

The collection, disbursement and use of mandatory student activity fees shall be consistent with the University Fiscal and Accounting Procedures for Mandatory Student Activity Fee Programs.

- a. The total amount of the fee for one academic year, as fixed and assessed by the student government, shall not exceed an amount to be determined by the chancellor in consultation with the student assembly. The current maximum allowable annual amount is \$200.00, which applies to all campuses. Upon registration, every student shall be required to pay one-half of the total fee, or proportionate part thereof, if registered for less than full-time, for each term for which he or she registers. Failure to pay the required fee may result in denial of registration.
- b. The fiscal officer of each state-operated campus shall collect the prescribed fee at the time of registration and shall pay over the amounts so collected to an independent fiscal agent designated by the student government and approved by the campus president or designee. If there is reasonable evidence in an individual case, as determined by the campus president or designee that payment of the fee may cause undue hardship, such student may nevertheless be allowed to register and the obligation to pay such fee shall thereafter be subject to administrative review and action by the campus president or designee after consultation with the student government.

In a case in which a student has been allowed to register without payment of the student activity fee, the campus president may withhold grades or transcripts of credits until payment has been waived by such administrative action or the obligation has been met. In addition, the student government may determine to deny participation in student activities in the case of any student who has not fulfilled his or her obligation with respect to payment of the mandatory student activity

fee.

c. Student-imposed fees in excess of the mandated fee shall be considered voluntary within the provisions of section (B) (Voluntary Fees) of this policy. Policies governing refunds to students who cancel their registration or withdraw from the University shall be established by the student government.

d. For those periods outside the academic year (i.e. summer session) a mandatory fee also may be collected, provided the amount of the fee is consistent with the level of programming provided during that period and is used in accordance with the State University Board of Trustees policy. The amount of this fee shall be determined by the student government in consultation with the campus president or designee and shall not be included within the cap applicable to the amount charged for the academic year.

3. Use of funds

Funds which are collected under provisions of this policy which require every student to pay the prescribed mandatory fee and all revenues generated from use of the fee shall be used only for support of the following programs for the benefit of the campus community:

- a. Programs of cultural and educational enrichment;
- b. Recreational and social activities;
- c. Tutorial programs;
- d. Athletic programs, both intramural and intercollegiate;
 - e. Student publications and other media;
 - f. Recognized student organizations including religious student organizations, for the purposes and activities of the organization that are of an educational, cultural, recreational or social nature; provided that the criteria for recognition of such student organizations, including, the criteria governing eligibility for funding of and allocations to such student organizations from student activity fees; shall be specified in the constitution and by-laws of the student government;
 - g. Insurance related to conduct of these programs;
 - h. Administration of these programs;
 - i. Transportation in support of these programs;
 - j. Student services to supplement or add to those provided by the University;
 - k. Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government;
 - l. Campus-based scholarships, fellowships and grant programs; provided the funds are administered by the campus or a campus affiliated organization;
 - m. Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set forth above and provided further that such payments may not be exclusively for the general corporate purposes of such organization;
 - n. Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations; and
 - o. Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.

4. Disbursement of funds

Proceeds of the student activity fee shall be disbursed by the student government, through the designated independent fiscal agent, provided that the proposed fiscal commitment for each expenditure shall have been approved by the campus president or designee.

(a) In the event that the campus president or designee concludes that a particular proposed fiscal commitment may not be in compliance with an approved budgetary allocation and the provisions of this section, he or she shall refer such proposed fiscal commitment to the campus review board for review and recommendation.

Final determination for approval of the compliance with this policy of any proposed fiscal commitment shall rest with the campus president or designee.

Fiscal and accounting procedures prescribed by the chancellor or designee shall be adopted and observed by the student government. These procedures shall include, among other things, provisions for an annual independent audit including the communication to student government management by the independent auditor of any internal control matter(s) noted during the conduct of the audit; and for public dissemination of information regarding the budgeting process including a list of funded activities, current allocations and expenditures.

5. Changes to approved budget

Changes to the approved budget after certification, either prior to or subsequent to the collection of mandatory fees, shall be subject to administrative review and certification by the campus president or designee in the same manner as was applicable to the original budget.

D. Use of college facilities

The provisions of this policy shall not be interpreted to authorize the use of facilities for student activities and programs without appropriate administrative approval. Appropriate payments shall be made by student organizations for the use of campus facilities where there are extraordinary costs to the campus associated with such events.

Definitions

There are no definitions relevant to this policy.

Other Related Information

There is no related information relevant to this policy.

Procedures

Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for

Forms

There are no forms relevant to this policy.

Authority

Tuition, Fees and Charges (8 NYCRR 302)

State University of New York Board of Trustees Resolution, 02-65 adopted June 25, 2002.

History

This policy was approved through the rule making process followed by final adoption of the University Board of Trustees on September 28, 2004.

Chancellor King formed the task force on student activity fees in June 2001. This University-wide group was put together in response to legislative interest in the University's student activity fee program, particularly, the referendum process. The specific charge to the task force was to review the current University Board of Trustees policy on the mandatory student activity fee, which had not been reviewed since its development in the late 1970s (see Board of Trustees Resolution 76-249 adopted on September 22, 1976) to ensure that procedures were in place to achieve fiscal accountability and to address recent Supreme Court decisions regarding viewpoint neutrality (Southworth case). The task force, through subcommittees, studied issues relating to referenda, communication, disclosure, fiscal integrity, and operational procedures.

The task force recommendations are intended to update and refine University policies and procedures relating to the mandatory student activity fee, while clarifying the roles and responsibilities of the three participants within the overall student activity fee structure: the student government, the campus president, and the independent fiscal agent. The recommendations address a range of legal issues that have been the subject of recent court decisions. In addition, a number of recommendations seek to increase student participation in the decision-making process as well as strengthening internal control features to ensure fiscal accountability.

Appendices

Appendix A - Guidelines for Conduct of Referendum Under Policy of the Board of Trustees.

Appendix A
GUIDELINES FOR CONDUCT OF THE REFERENDUM
UNDER POLICY OF THE BOARD OF TRUSTEES¹

The referendum on student activity fees required by the State University Board of Trustees should be conducted in accordance with established procedures of the campus for elections and referendums.

Special efforts should be made to assure:

1. Wide dissemination of the provisions of the policy of the State University Board of Trustees to inform the student body.
2. Extensive campus publicity concerning the referendum and any other measures, including holding the referendum on the same day as student government elections, to encourage maximum student participation and voter turnout.
3. A polling period which will be convenient for the greatest number of voters.
4. An advantageous location of polling places to provide easy access for students (including students with disabilities) and alternative formats to accommodate the needs of students with disabilities.

In the event that the referendum is contested, normal campus procedures for the adjudication of such challenges should be followed.

A standardized ballot (see below) has been prepared to assure that the issue voted upon in this referendum is presented in a uniform manner throughout the University.

A sample standardized ballot for voting on student activity fees can be found on the next page.

¹ Appendix Relates to the Policy on Mandatory Student Activity Fees

State University of New York

REFERENDUM OF STUDENT ACTIVITY FEES

Pursuant to Resolutions 71-90 and 02-65 of the Board of Trustees be it enacted:
(Vote for A or B by placing a mark in the box adjoining the letter)

A
That the student
activity fee* be
MANDATORY for all
**students.

B
That the student
activity fee* be
VOLUNTARY for all
**students.

* If a term other than "student activity fee" is used on your campus, it may be inserted in parenthesis at this point for clarification.

** Indicate on the ballot the component of the student body, as designed by the campus president to whom the fee would apply (e.g., undergraduate, graduate).


 <p>Category: Financial Student Affairs</p> <p>Responsible Office: <u>University Budget</u></p>	<p>Policy Title: Fees, Rentals, and Other Charges</p> <p>Document Number: 7804</p> <p>Effective Date: July 01, 2010</p> <p>This policy item applies to: State-Operated Campuses</p>
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Table of Contents

Summary

Policy

Definitions

Other Related Information

Procedures

Forms

Authority

History

Appendices

Summary

This policy outlines State University of New York (University) fees, rentals and other charges as established by the University Board of Trustees, the chancellor or designee, and campus administration.

Policy

Fees, Rentals, and Other Charges

There are three levels of authority for establishing University charges: the State University of New York (University) Board of Trustees; the chancellor or designee; and each campus administration.

Board of Trustees Authorized Fees and Charges

I. The Board of Trustees establishes charges subject to certain statutory limitations and approves other University-wide fees that are to be paid by students as a condition of attendance. The Board's authorization may take the form of imposing a fee, with or without a ceiling level, requiring either a University-wide charge to be established or individual campus rates to be approved by the chancellor or designee. The Board has established charges and fees regarding:

- A. Tuition
- B. Student Activity Fees
- C. Health Insurance Fee for International Exchange, Research and Study Programs

1. The following guidelines are provided for billing and collecting the health insurance fee:

- a. Campuses shall develop appropriate procedures to ensure that all participants in University programs of international exchange, research and study are to be billed the health insurance fee for each semester of participation, or any

part thereof. Those participating only during the summer period will be required to pay a prorated fee for insurance coverage. Campuses with enrollment periods different from a semester system will adjust the fee and billing process accordingly. Annual notification of changes in this fee will be made by the Office of the vice chancellor for finance and business.

b. The campus shall collect from each participant the health insurance fee and deposit in a timely manner the receipts of such fee into an Income Fund Reimbursable (IFR) account established for this program.

c. Upon receipt and verification of an invoice from the insurance carrier, the campus will voucher from the established Income Fund Reimbursable account, the cost for the health insurance coverage provided.

d. No exemption from the health insurance fee shall be allowed except for participants presenting evidence of a religious objection or those individuals for whom comparable coverage has been obtained through an exchange agreement, an employment benefit or foreign government sponsorship.

D. Admissions Deposits

Each campus will require an admission deposit in accordance with the rate schedule as provided under Pre-Admission Deposits Undergraduate Program and Deposits - Pre-admissions - Graduate Program.

II. The Board of Trustees adopted fee policy guidelines that provided guidance with respect to fee approval and the level and degree of communication, participation and involvement in the fee setting process by all campus constituencies.

A. Broad-based fees are generally charged to all enrolled students to finance discrete activities that benefit the student body, excluding those activities that are part of the core instructional program. Broad-based fees include but are not limited to the College Fee, Student Health Services Fee, Intercollegiate Athletics Fee, and the Technology Fee.

B. All new or increased broad-based fees require the approval of the university vice chancellor for finance and business. Any new broad-based fee requests must explicitly state the purpose of the fee and the campus must assure that the moneys generated from the fee are used solely for such purpose.

C. Broad-based fee increases must be sensitive to student financial access. Annual broad-based fee increases should be no greater than the Higher Education Price Index. If a campus total broad-based fees are significantly below the current system-wide average of broad-based fees, or there is a compelling case for a greater increase, a higher increase may be considered. However, a compelling case must be presented as justification for a higher increase.

D. Each campus must adopt a comprehensive broad-based fee policy that ensures student involvement in the decision-making process, adequate communication of fee actions, provides circumstances for fee waivers and refunds, and addresses part-time non-traditional, and off-site students fairly. Campus broad-based fee policy documents must be filed with the university vice chancellor for finance and business to be used for "Best Practices," especially with regard to student consultation.

E. Student bills may reflect a single comprehensive fee that "bundles" some or all of the broad-based fees but a notice that delineates individual component fees must accompany the billing.

F. College Fee

G. Student Health Services Fee

1. The campus president at each state-operated campus that operates student health services shall establish a health services fee with the approval of the chancellor or designee.

2. When approved, the fee shall be assessed upon all students enrolled in undergraduate and graduate programs at the campus. A pro-rata portion shall be paid by part-time students. The campus president shall identify categories of students who may be exempted from the fee if their courses of study do not permit access to the student health services available on campus.

3. The mandatory health services fee revenue should be directed to health, counseling and prevention services and related programs. In developing the Student Health Services budget, the campus should consider all revenue sources including student health services fee revenue, state tax support, third party reimbursement and approved charges.

H. Intercollegiate Athletics Fee

1. The Board of Trustees has established a general administrative structure for the operation of a campus Intercollegiate Athletics Program under the auspices of the Income Fund Reimbursable program.

2. Revenue in support of the intercollegiate athletics program may be assigned from state appropriations, from private donations, from the student activity fee, from an intercollegiate athletics fee and from funds generated by activities directly related to the intercollegiate athletics program.

3. The University Board of Trustees amended the tuition and fee schedules to provide for an intercollegiate athletic fee option for each of the state-operated campuses.

4. The Board's establishment of an intercollegiate athletics fee is intended to increase stability in the funding of intercollegiate athletics.

a. The request to establish an intercollegiate athletics fee shall be made in two stages by the campus president to the chancellor. The first stage requires the campus president to submit a proposal, which details the consultative process to be utilized on campus and presents the general campus plan that will govern the preparation of the final intercollegiate athletics fee request. The second stage is the submission of the actual results of the consultative process and the official request to establish the fee.

b. The following guidelines are provided for establishing an intercollegiate athletics fee:

i. Plan for Implementing an Athletics Fee

- The campus consultative plan submitted to the chancellor for approval shall be broadly based and may include consultation with the intercollegiate athletic board, the campus council, student governance organizations, faculty groups, public hearings and polls.
- An undergraduate student referendum, conducted in accordance with the plan proposed by the campus president, must be one element of the required consultative process.

ii. Request to Establish an Athletics Fee

- The campus president must show evidence of campus support for an intercollegiate athletics fee, based on the results of the approved consultative process, which includes the conduct of a student referendum. The evidence for support will vary by campus, but the request should give special attention to the views of students. No single index of support, either for or against, should be considered controlling.
- The campus president must specify the initial amount of the fee and its pro rata application to part-time students.
- The request shall include documentation of the establishment of an intercollegiate athletics board according to University guidelines, along

with assurance that all funds derived from the athletic fee will be deposited in and will be expended from an IFR account. The campus president, upon the advice of the Intercollegiate Athletics Board, will approve the intercollegiate athletics budget.

I. Technology Fee

1. Campuses are authorized to establish a technology fee as part of a comprehensive funding plan to build and maintain an infrastructure that offers students the highest quality learning environment.
2. Revenue generated from the fee must be used to address specific technology needs such as computing and information technology (i.e., smart classrooms, distance learning offerings, high-speed internet connection), library automation, remote network access, public computing sites and student services automation (i.e., registration, billing).

Chancellor Authorized Fees

I. The University Board of Trustees authorized the chancellor or designee to establish a schedule of reasonable fines, fees, deposits and charges in accordance with guidelines issued by the Trustees. The fees established at this level of authority may take two forms.

A. The first form is mandated fees with set amounts to be assessed by all campuses due to a student's action or inaction (i.e., undergraduate application fee, late registration fee, returned check charge, etc.).

B. The second form of fee approval is a campus specific fee requiring submission of documentation and justification of the need for the charges and the disposition of the funds accruing from the fee. Examples of fee requests in this category which have been granted approval by the chancellor's designee are mandatory orientation fees, placement service fees and academic course fees where the student retains an end product of the coursework (i.e., sculpture, ceramics, photography) or where a special service is provided (music instrument rental, dental instrumentation). Fees established for credit by evaluation activities require the vice chancellor for finance and business approval in accordance with the Award of Academic Credit by Evaluation policy.

II. The chancellor, or designee, has been authorized to establish a schedule of reasonable fines, fees, deposits or charges for:

A. General Deposits

There shall be no general deposits assessed to all students for the purpose of establishing a fund against which to charge for damages or replacement of equipment or facilities. Assessments for such damage should be made directly against the responsible individual when such damage occurs or, if authorized and the damage occurs in the common areas of residence halls, using a Common Area Damage Repair Fee.

B. General University Revenue Items

The following fees and charges shall be deposited into the State University Income Fund. (Refer to the Accounting Codes Manual for the proper revenue classifications.)

1. Admissions Application Fee

a. Undergraduate Level

1. For applications submitted through the University common application program of the Application Services Center (ASC):
 - An application fee of \$50 is required for each choice listed on the application form.
 - The fee is a charge for the processing services of the Application Services Center. Payment of the fee is not contingent on any action or decision a campus may render on an application; or a subsequent decision by an applicant

to withdraw an application.

- All applicants are required to pay an application fee EXCEPT:
 - a) Applicants to the Educational Opportunity Program (EOP) are eligible for up to four free choices. If a campus determines that such an applicant is not eligible for EOP, APC will bill the applicant.
 - b) New York State residents transferring directly to a four-year college from a two-year public college in New York State (with an Associate degree from the college) are eligible for up to four free choices.
 - c) Applicants applying for the last year or last two years of study in a cooperative program (one-plus-one program, dual-enrollment programs, 3/2 engineering programs, etc.).
 - d) Students not academically eligible for EOP who are economically needy as defined by EOP economic guidelines are eligible for up to four free choices.

II. Applicants for undergraduate programs that are not processed through the Application Services Center.

- An application fee of \$50 will be assessed by the campus receiving the application.
- The fee is a charge for the processing services provided by the campus. Payment of the fee is not contingent on any action or decision the campus may render on an application; or a subsequent decision by an applicant to withdraw an application.

b. Graduate Level...

i. Campuses are required to charge a fee to applicants applying for acceptance into a graduate program leading to a Master's, Doctoral or equivalent degree.

ii. The maximum amount for the graduate application fee is set by system administration with campuses granted the flexibility to select a rate up to the established maximum. This flexibility also includes the ability to assign variable graduate application fees based on the academic program.

iii. The maximum graduate application fee is \$100.

iv. The fee is charged for the services provided by the campus in processing the application. Payment of the fee is not contingent on any action or decision a campus may render on an application; or a subsequent decision by an applicant to withdraw an application.

v. All applicants are required to pay this fee EXCEPT:

- Applicants who reapply for admission within one academic year.
- Applicants who upon admission will be eligible for the Graduate Opportunity Program. If a campus determines that such an applicant is not eligible for the program, the campus will bill the applicant.
- Foreign students residing in a country that prohibits the sending of currency with the application. In most instances, this is viewed as a deferral. Collection of the fee should be made at the time the student enrolls.
- Where the campus president or authorized designee believes circumstances justify waiving the fee. Documentation supporting the waiver should be maintained by the campus for audit purposes.

vi. Refer to C (12), Admissions Application Fee, in this section for the campus-funded portion of this fee.

c. Professional Level

i. Campuses are required to charge a fee to applicants applying for acceptance into a graduate program in Medicine, Dentistry, Optometry, Pharmacy, Physical Therapy and Law.

ii. The maximum amount for the professional application fee is set by system administration with campuses granted the flexibility to select a rate up to the established maximum. This flexibility also includes the ability to assign variable professional application fees based on the academic program.

iii. The maximum professional application fee is \$125.

iv. This fee is charged for the services provided by the campus in processing the application. Payment of the fee is not contingent on any action or decision a campus may render on an application; or subsequent decision by an applicant to withdraw an application.

v. All applicants are required to pay this fee EXCEPT:

- Applicants who reapply for admission within one academic year.
- Applicants who upon admission will be eligible for the Graduate Opportunity Program. If a campus determines that such an applicant is not eligible for the program, the campus will bill the applicant.
- Foreign students residing in a country that prohibits the sending of currency with the application. In most instances, this is viewed as a deferral. Collection of the fee should be made at the time the student enrolls.
- Where the campus president or authorized designee believes circumstances justify waiving the fee. Documentation supporting the waiver should be maintained by the campus for audit purposes.

vi. Refer to paragraph C (12), Admissions Application Fee, in this section for the campus-funded portion of this fee.

2. Late Registration Fee

- a. Campuses are required to define late registration.
- b. A fee of \$40 will be charged for late registration.
- c. This fee is subject to waiver in exceptional circumstances.
- d. Refer to paragraph C (6), Late Registration Fee, in this section for the campus-funded portion of this fee.

3. Drop/Add Fee

- a. Campuses are required to define a drop/add period.
- b. A \$20 fee will be charged for each drop/add transaction occurring after the defined period has ended.
- c. This fee is assessed for the additional workload the drop/add activity creates in the registrar, bursar and student accounts area.
- d. Refer to paragraph C (7), Drop/Add Fee, in this section for the campus-funded portion of this fee.

4. Returned Check Charge

- a. Each campus may levy a service charge of \$20 for checks that are returned unpaid by the bank against which they are drawn.
- b. Refer to paragraph C (8), Returned Check Charge, in this section for the campus-funded portion of this fee.

5. Administrative and Late Payment Fees

- a. Administrative fees may be assessed for debts where the payment due date was prior to the start of the semester and payment was not received by that date.
- b. Late payment fees may be assessed for debts where the payment due date was the start of the semester or after and the payment was not received by that date. In the case of an item billed after the first day of the semester, late payment fees may be assessed for outstanding balances not paid in full on or before 30 days after the charge has been placed on the student's account. In the case of a time payment plan, a late payment fee can be assessed for outstanding balances not paid in full on the time payment plan due date.

Debt	Administrative and Late Payment Fee
Less than \$1,000	Up to \$30
\$1,000 to 1,999.99	Up to \$40
\$2,000 and above	Up to \$50

- c. The total administrative fees and late payment fees combined cannot exceed four per semester per account.
- d. New York State Finance Law §18 authorizes state agencies to impose interest/late payment and collection fees on past-due debts; however, no debtor of the University may be charged an interest/late payment fee or collection fees by the University or its collection agents without receiving proper notification. Appendix A is an example of proper notification language under Section 18 of the New York State Finance Law, as provided by the office of the attorney general (OAG). This notification should be included with the billing invoice or notice.
- e. Refer to Billings, Refunds, Collection, and Write-offs Policy for Tuition, Fees, and Other Charges, section III. Collection of Delinquent Accounts (Fiscal) for additional information.
- f. Refer to paragraph C (9), Administrative and Late Payment Fee, in this section for the campus-funded portion of this fee.

6. Collection Fee

- a. Inform the debtor that the University may assess collection fee charges in accordance with university policy and fee structure for the cost of processing, handling, and collecting of such debt, if payment is not received within 90 days after the first day of the semester, or other appropriate payment due date.
- b. A collection fee may be assessed 90 days after the first day of the semester for outstanding balances not paid in full on or before the first day of the semester. In the case of an item billed after the first day of the semester, a collection fee may be assessed for outstanding balances not paid in full on or before 90 days after the

charge has been placed on the student's account. In the case of a missed payment in a time payment plan, a collection fee may be assessed for outstanding balance not paid in full 90 days after the missed payment.

c. A collection fee may be assessed but must not exceed 22% of the outstanding debt (principal and late payment fee) and must not exceed the estimated cost of processing, handling, and collecting such debt.

d. New York State Finance Law §18 authorizes state agencies to impose interest/late payment and collection fees on past-due debts; however, no debtor of the University may be charged an interest/late payment fee or collection fees by the University or its collection agents without receiving proper notification. Appendix A is an example of proper notification language under Section 18 of the New York State Finance Law, as provided by the OAG. This notification should be included with the billing invoice or notice.

e. Refer to Billings, Refunds, Collection, and Write-offs Policy for Tuition, Fees, and Other Charges, section III. Collection of Delinquent Accounts (Fiscal) for additional information.

f. Refer to paragraph C (10), Collection Fee, in this section for the campus funded portion of this fee.

Z. Academic Transcript Fee

a. Campuses have the option to charge on a per transcript basis or to charge all students on a per semester basis.

b. A fee of \$5 will be charged for each transcript if a per transcript basis is adopted.

c. Charging on a per semester basis guarantees students unlimited lifetime transcripts. A cap of \$5 per semester is imposed in addition to a \$60 lifetime transcript fee cap per student. The vice chancellor for finance and business establishes the semester fee cap.

d. If assessment is on a per semester basis, the academic transcript fee must be reported as a broad-based fee and as such is subject to the University Board of Trustees fee policy governing broad-based fees including student consultation.

e. Refer to paragraph C (11), Academic Transcript Fee, in this section for the campus funded portion of this fee.

C. Campus Funded Items

The following fees and charges are authorized and may be funded through an IFR item or by a non-state agency (e.g. Auxiliary Services Corporation, The Faculty-Student Association) in those instances where the services for which the charge is made are provided by such agency.

1. **Credit-bearing Academic Course Fees** - Reasonable and actual costs may be charged for special course supplies and materials where the student retains an end product from the coursework (i.e., sculpture, ceramics). A fee may also be charged in courses where a special service is provided (i.e., music instrument rental) or that entail extraordinary costs (i.e., dental instrumentation)

2. **Administratively Cancelled Registration Fee** Campuses may establish a fee to be assessed to students who do not attend classes and fail to appropriately cancel their registration. The amount of the fee must represent the administrative cost, which can be documented, of identifying such students, cancelling their registration and tuition and fee charges and assessing the administratively cancelled registration fee.

a. The fee is in lieu of the University's established tuition liability (see Billings, Refunds, Collection, and Write-offs Policy for Tuition, Fees, and Other Charges) only in circumstances where it can be demonstrated that students did not attend

any classes or avail themselves of any campus services.

- b. Campuses should attempt to identify as early as possible students who are not in attendance in order to make available these class slots to other students.
- c. Campus publications and billings should give adequate notice of the circumstances for imposition of the fee and the prescribed method for canceling registration.
- d. The fee is to be set at a level commensurate with the administrative costs incurred by the campus in the identification of the students subject to the fee and the de-registration process. In no case should the fee exceed the tuition liability a student would otherwise be subject to (i.e., a part-time student's credit hour tuition). Justification for the fee amount must accompany the request to the vice chancellor for finance and business for fee approval.
- e. The fee shall not be made available to the debtor once the OAG has instituted a legal action to collect the debt. For an account that has been referred to the OAG, the University will not make such an option available to the debtor unless and until the University has confirmed with the OAG that no legal action has been instituted.

3. **Course Auditor Fees** - A registration fee of \$50 may be charged to individuals attending courses as auditors. In addition, penalty fees, such as late registration and library fines may be charged to course auditors. A registration fee is not to be assessed to course auditors otherwise enrolled as a student in the University. (For additional information, see Tuition Waiver for Course Auditors.)

4. **Mandatory Orientation Program Charges** - Reasonable and actual program costs may be charged in addition to food and lodging for MANDATORY programs. (For Optional Orientation Programs refer to the Campus Authorized Fees section, #6).

5. Placement Service Fees

- a. Students - Actual and reasonable costs for all supplies and materials may be charged to each student utilizing the Placement Service. There should be no charge made to students for advisement and referrals.
- b. Alumni - Actual and reasonable costs for materials, labor and overhead may be charged to Alumni utilizing the Placement Service.

6. Late Registration Fee

- a. Campuses may utilize \$20 of each \$40 late registration fee.
- b. The campus portion of this fee (\$20/\$40 late registration) will be transferred to an IFR account approved for such purpose.

7. Drop/Add Fee

- a. Campuses may utilize \$10 of each \$20 drop/add transaction.
- b. The campus portion of this fee (\$10/\$20 drop/add) will be transferred to an IFR account approved for such purpose.

8. Returned Check Charge

- a. Campuses may utilize 50% of returned check charge revenue.
- b. The campus portion of this fee will be transferred to an IFR account approved for such purpose.

9. Administrative and Late Payment Fees

- a. Campuses may utilize 50% of the administrative fee and 50% of the late payment.
- b. The campus portion of this fee will be transferred to an IFR account approved for such purpose.

10. Collection Fee

- a. Campuses may utilize 100% of the collection fee revenue in an IFR account approved for such purpose.

11. Academic Transcript Fee

- a. To offset the cost in producing/mailing transcripts, campuses may utilize 50% of academic transcript fee revenues.
- b. The campus portion of this fee will be transferred to an IFR account approved for such purpose.

12. Admissions Application Fee

- a. To preserve the revenue pledged to the University Income Fund, a campus's contribution to the Income Fund for graduate/professional application fee revenue will be defined in accordance with procedures established by the vice chancellor for finance and business. All graduate/professional application fee revenue beyond this designated amount will be retained by the campus to support the administrative costs associated with the processing of applications.
- b. The campus portion of these fees will be transferred to an IFR account(s) approved for such purpose.

Campus Authorized Fees

The University Board of Trustees has authorized campus presidents or designees to establish certain charges and fees at the campuses.

A. Campus Funded Items - Campus Authorized

The following fees and charges may be funded through an IFR item or by a non-state agency (e.g., Auxiliary Services Corporation, The Faculty Student Association) in those instances where the service for which the charge is made is provided by such agency.

1. **Residence Hall Room Rentals** - The University residence halls operate under the Income Fund Reimbursable system, which requires that all operating costs, fringe benefits and debt service costs of the residence halls be funded from income generated through the Residence Hall Income Fund Reimbursable. Each campus determines its room rates within system-wide guidelines. These rents shall be subject to approval by the chancellor or designee during the annual budget process. (For additional information, see Residence Hall Operations Under IFR Procedures.)
2. **Residence Hall Telecommunications Charges** - Each campus will be responsible for developing an equitable policy for recovering the costs of telecommunication services provided to the students in the residence halls. (For additional information, see Residence Hall Telecommunications Policy.)
3. **Residence Hall Common Area Damage Repair Fee** - Campuses are authorized to institute a dormitory common area damage repair fee for all students residing in University housing in accordance with the following guidelines:
 - a. The campus president of each state-operated campus operating student residential housing shall determine the amount of such fee, if any, based on the actual costs of repair and replacement that the campus has experienced for common area damage as defined below when the person or persons responsible cannot be identified.
 - b. A periodic review shall be conducted by the campus to reassess whether the fee is

appropriate and to review the level of the fee. The maximum amount authorized shall not exceed \$150.00 per student per academic year.

4. Common Area Damages are defined as the costs of repairs or replacements to the physical structure, fixtures, equipment and furnishings of common areas in state-operated residence halls which are reasonably determined to be caused by intentional, willful, malicious or negligent damage or destruction to said facilities, except for wear and tear.

5. Common areas are defined as all portions of state-operated residence halls generally accessible to the residents of a particular residence hall, exclusive of individual student rooms or suites and such areas as would be further specified by the campus president or designee, in consultation with the appropriate representative group of University housing residents.

a. Such fees shall be collected from all students residing in University housing and shall be deposited in the local depository bank account and transferred to the University Residence Hall Income Fund on a scheduled basis in conformance with the State Finance Law. A separate account within the University Residence Hall Income Fund – DIFR General IFR – Common Area Damage Repair Account (No. 900956) – has been established to record the deposit made for this purpose. Accounts within the Fund may be designated by residence hall or other identifiable unit or subunit within each residence hall.

b. Upon discovering common area damage, the campus president or designee shall cause an investigation to be made into the cause of the damage by an appropriately representative group of student residents and/or staff and report to him/her within a reasonable time. If the responsible individual(s) cannot be ascertained within a reasonable time, the campus president or designee may charge the appropriate account within the common area damage repair account in an amount sufficient to cover the costs of repair or replacement. Assessments against the common area damage account shall be transferred from the common area damage repair account to a Residence Hall Income Fund Reimbursable Account established to provide the necessary allocation for the expenses of repair and/or replacement.

c. At the conclusion of the academic year or any designated term therein, the campus shall credit to students continuing in residence housing and refund to students departing from residence housing, their pro-rata shares of any balances remaining in the appropriate accounts. Refunds shall be paid directly from current balances in the local depository with a corresponding adjusting entry reflected on the next scheduled transfer of funds to the University Residence Hall Income Fund.

d. Campuses have the option of assessing students assigned to a specified common area for common area damage incurred when individuals responsible cannot be identified, in a post-billing process after such students are afforded due process. If the campus employs the post-damage billing methodology, notice describing the fee must be placed in appropriate campus publications and the housing license. An administrative appeal process must be established for students who challenge imposition of the dormitory common area damage repair fee against their account. This post-billing process negates the need for establishment of a residence hall common area damage repair fee and the deposit/refund process described in sections a through d above.

6. Board Plan Charges - Board rates are established through the annual budgetary process conducted by the campus administration or campus auxiliary services corporation for the food service operations.

7. Vehicle Registration/Parking Fees and Fines - The Council of each campus is authorized to adopt campus rules and regulations for parking and traffic, including the payment of fees for registration and parking and the assessment of fines for violation of campus regulations.

a. All such rules and regulations shall be submitted to the respective campus president or designee, or if directed by the Board of Trustees, to the Board of Trustees for approval.

b. Any registration fees and parking fees are further subject to the approval of the campus president or designee, or if directed by the Board of Trustees, by the Board of

Trustees. Approval of fees shall be based upon a determination that the amount of the parking fees is substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the University.

c. Revenue from registration fees and parking fees or fines shall be deposited in the University Income Fund. Income Fund Reimbursable accounts shall be established to provide an allocation for expenses.

d. Campus traffic and parking rules, including the assessment of fees, do not become effective until rulemaking pursuant to the State Administrative Procedure Act culminates in publication in the State Register of the Notice of Adoption. Campus Counsel is responsible for the rulemaking process.

8. **Optional Orientation Program Charges** Reasonable and actual costs may be charged for an orientation program if the program is optional and clearly announced as such.

9. **Library Fees and Fines**

a. Campuses are required to establish a schedule of library charges for overdue and lost material lent to students, faculty, staff and other authorized borrowers. Because of the several types of clientele using the university libraries, it is recommended that each campus form a committee composed of representatives of the various borrowing groups to recommend a library delinquency schedule. The objective of this committee should be to develop schedules which are both effective and equitable.

b. Revenue relating to library charges (except lost library material revenue) will be deposited into the University Income Fund - Library Revenue Classification - Number 12825.

c. Campuses may utilize 50% of library fine revenue (i.e., library overdue materials fines). The campus portion of these fines will be transferred to an IFR account approved for such purpose.

d. Campuses may utilize, through an approved IFR account, all of the revenue received for lost library materials.

10. **Non-credit-bearing Instructional Program Fees** - Instructional fees for non-credit-bearing instructional programs are to be established at a level to ensure that such programs are demonstrably self-supporting. The cost of direct expenses, fringe benefits and appropriate overhead expenses are to be offset by income.

11. **Patient/Client-Care Charges** - Campuses are authorized to establish patient and client-care charges for hospital and clinical services, including non-medical clinics, which are provided as an adjunct to instruction, research or public service and which are appropriate to the campus mission.

12. **Voluntary Fees for Selected Student Health Services** - Based on the principles and guidelines implemented in conjunction with University policy for the operation of student health services, campuses may establish reasonable charges for selected student health services. The following may be designated as fee supported services: allergy injection services, MMR and other required immunizations, physicals (athletic, travel-related), maintenance pharmaceuticals, including injectibles, expanded laboratory tests, dentistry services, physical therapy services and other specialized services and clinics.

13. **Residence Hall Deposits**

a. Residence Hall Deposits of up to \$100 may be required from all University Housing residents if there is a reasonable and equitable procedure for assessing individual liability.

b. If such deposit is required, clear reference to it shall be included in the rental contract.

c. Monies received from residence hall deposits shall be placed in the local depository bank account and transferred to the State University Dormitory Income Fund on a scheduled basis in conformance with the State Finance Law. A separate account within

the University Residence Hall Income Fund – Residence Hall Damage Deposits (No. 900955) – will be established to record the deposits made for this purpose.

d. Assessments against residence hall deposits shall be transferred from the Residence Hall Damage Deposit Account to a Dormitory Income Fund Reimbursable Account established to provide the necessary allocation for expenses.

e. Refunds of residence hall deposits shall be paid directly from current balances in the local depository, with a corresponding adjusting entry reflected on the next scheduled transfer of funds to the University Residence Hall Income Fund.

f. ~~The University is not authorized or obligated to pay interest nor is the depositor authorized to require the payment of interest on residence hall damage deposits held by the University.~~

14. Equipment Deposits

a. Campuses may require refundable deposits as bonds against the return of specific items of borrowed equipment.

b. These deposits will be placed in the local depository bank account and transferred to the State University Income Fund on a scheduled basis in conformance with the State Finance Law. A separate account within the State University Income Fund – Equipment Deposits – will be established to record the deposits made for this purpose.

c. Forfeited deposits shall be transferred from the Equipment Deposit Account to an Income Fund Reimbursable Account established to provide an allocation for expenses.

d. Refunds of Equipment Deposits shall be paid directly from current balances in the local depository, with a corresponding adjusting entry reflected on the next scheduled transfer of funds to the State University Income Fund.

15. Identification Card Replacement Charges - Charges for replacement identification cards may be levied not to exceed actual and reasonable costs.

16. Diploma Cover Charge - Actual costs may be charged for diploma covers provided the covers are furnished at the option of the student.

17. Service Charges - Campuses are authorized to establish reasonable charges to students, faculty, staff, and, where appropriate on an ancillary basis, to other members of the public for access to campus services or facilities available on the campus but not normally or usually provided as a part of the campus's relationship to a student during instruction nor to an employee in the course of employment. Such services include, for example, towel service, linen services, locker rentals, printing and copying services, equipment rental and transportation services. Campuses are to assure they do not enter into direct and/or unfair competition with private business, that such services are a natural and immediate extension of existing services or facility usage, and that the primary purpose of such activity is to serve students, faculty and staff.

18. Entrance/Attendance Fees - Campuses may establish reasonable charges for entrance to or attendance at athletic events, creative or artistic performances, museums, art galleries, and similar activities appropriate to the campus mission.

19. Sponsoring Agency Charges - Campuses are authorized to establish charges for campus services or facilities provided to sponsoring agencies for grants, contracts, and other sponsored activities.

20. Internal Campus Charges - Campuses may establish reasonable charges for services provided by one campus unit to another campus unit.

B. Implementation

Campuses must implement the schedule of fees, charges and deposits as follows:

1. For fees other than those designated as Board of Trustees authorized in section I and campus authorized in this section, paragraph A:

a. Where the procedures provide a mandatory and/or definite amount to be charged, no further action is required by each campus, e.g., undergraduate admissions application fee, late registration fee, drop/add fee, returned check charge, etc. No further action is required for establishment of graduate and professional application fees or a schedule of administrative and late payment fees but campuses must adhere to the stipulated fee caps.

2. For fees, charges and deposits that are not mandatory (e.g., academic course fees, administratively cancelled registration fee, placement fees) and orientation fees that are designated mandatory, the campus is required to request authorization to charge specific amounts as provided in the following:

a. Requests for fees, charges and deposits that must be approved by the chancellor or designee

i. The chancellor has authorized the vice chancellor for finance and business as the designee authorized to establish the schedules referred to above.

ii. Campus requests for fees, fines, deposits, etc. to be authorized should be sent to:

Vice Chancellor for Finance and Business
State University of New York
State University Plaza
Albany, New York 12246

iii. Requests for authorization of Orientation program charges and Placement fees are to include the method by which the fees, charges or deposits are to be administered, i.e., through FSA, IFR or both.

C. Fees designated as campus authorized may be established with the approval of the campus president and do not require prior approval of the vice chancellor for finance and business. Schedules of such charges are to be maintained by each campus and provided to system administration upon request. Such schedules of charges are subject to modification by the vice chancellor for finance and business and governed by the University policies and guidelines.

Definitions

There are no definitions relevant to this policy.

Other Related Information

[Award of Academic Credit by Evaluation](#)

[College Fee](#)

[Deposits - Pre-admissions - Graduate Program](#)

[Pre-Admission Deposits - Undergraduate Program](#)

[Intercollegiate Athletics](#)

[Student Activity Fees - Mandatory](#)

[Student Health Services](#)

[Tuition, Fees, and Other Charges - Definitions](#)

[Tuition Schedule](#)

[Waiver - Tuition for Course Auditors](#)

Educational Opportunity Program

[Division of the Budget Budget Policy and Reporting Manual - Guidelines for Accounts Receivable Management and Collection - Section K-034](#)

Memorandum of Understanding between the Office of the Attorney General and the State University of New York, July 27, 2004.

Procedures

[Accounting Codes Manual](#)

[Health Insurance Coverage for International Exchange, Research & Study Programs](#)

[Intercollegiate Athletics, Fiscal & Accounting Procedures](#)

[Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for](#)

Forms

There are no forms relevant to this policy.

Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[Education Law §350](#) (Powers to regulate traffic on university grounds)

[New York State Finance Law §18](#) (Interest and collection fees assessed on debts owed to the state)

[State Administrative Procedure Act](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Tuition, Fees and Charges \(8 NYCRR 302\)](#)

[Board of Trustees Policies Vehicle and Pedestrian Traffic-Parking Regulations \(8 NYCRR Part 580\)](#)

Chapter 55 of the NYS Laws of 1992

State University of New York Board of Trustees Resolution 01-12, adopted January 23, 2001.

History

Amended July 1, 2010; Policy revised to reflect increase in undergraduate application fee from \$40 to \$50.

Amended July 1, 2005; Policy revised to include guidance on Collections, Administrative and Late Payment fees.

Amended December 12, 2003; Policy revised to set authority and amounts for graduate and professional application fees; transcripts fees; dormitory common area damage fees; late payment fees; drop/add fees; late registration; orientation; library fees/fines; course auditing and administratively cancelled registration fees as authorized by Board of Trustees Resolution 01-19.

State University of New York Board of Trustees Resolution 01-19, adopted June 19, 2001 requires campuses to adopt

procedures to include student consultation in broad-based fee decision-making, adequate communication of fee actions, circumstances for fee waivers and refunds, and address fee issues of part-time/non-traditional and off-site students. Resolution provided authority for campuses to establish reasonable user fees, charges, and fines for violation of Institutional regulations.

State University of New York Board of Trustees Resolution 01-12, adopted January 23, 2001 delegated authority to campus President to approve traffic and parking rules.

State University of New York Board of Trustees Resolution 98-86, adopted June 22, 1998 removed the ceiling on Inter-collegiate Athletic fees at state-operated campuses.

State University of New York Board of Trustees Resolution 96-172, adopted October 24, 1996 established mandatory health service program for full-time students.

State University of New York Board of Trustees Resolution 96-171, adopted October 24, 1996 amended the ceiling on Inter-collegiate Athletic fees at state-operated campuses.

State University of New York Board of Trustees Resolution 93-263, adopted December 14, 1993 amended the Inter-collegiate Athletic and mandatory Student Health fees at state-operated campuses.

State University of New York Board of Trustees Resolution 91-97, adopted June 13, 1991 amended SUNY regulations 302.1 (Tuition and Charges).

State University of New York Board of Trustees Resolution 91-15, adopted January 23, 1991 established mandatory Student Health fee at state-operated campuses.

State University of New York Board of Trustees Resolution 90-156, adopted September 27, 1990 authorized the implementation of Student Health Service committee recommendations.

State University of New York Board of Trustees Resolution 90-14, adopted January 22, 1990 amended SUNY regulations 560 (Vehicle and Pedestrian Traffic and Parking Regulations).

State University of New York Board of Trustees Resolution 89-151, adopted August 2, 1989 authorized the chancellor to promulgate guidelines for parking fee program at state operated campuses.

State University of New York Board of Trustees Resolution 88-219, adopted October 25, 1988 amended the Tuition and Fee schedule.

State University of New York Board of Trustees Resolution 88-79, adopted May 24, 1988 authorized the establishment of Inter-collegiate Athletic fee.

State University of New York Board of Trustees Resolution 86-104, adopted May 27, 1986 authorized upgrade of budget for Inter-collegiate Athletics.

State University of New York Board of Trustees Resolution 85-150, adopted June 25, 1986 requires that health insurance coverage be consistent with federal requirements and the cost of such insurance be borne by participants through the imposition of a mandatory fee.

State University of New York Board of Trustees Resolution 84-107, adopted May 22, 1984 authorized the chancellor to promulgate guidelines governing the for establishment of a dormitory common area damage fee.

State University of New York Board of Trustees Resolution 81-18, adopted February 11, 1981 authorized the chancellor to revise tuition and fee schedule for 1981-82.

State University of New York Board of Trustees Resolution 72-186, adopted August 17, 1972 approved the Traffic and Parking regulations.

State University of New York Board of Trustees Resolution 71-188, adopted June 30, 1971 authorized the chancellor to increase the Admission Application fee.

Appendices

Example of Section 18 Notification Language

