Trinidad State College
INSTITUTIONAL FEE PLAN

PART A--Fee Categories

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Trinidad State College. This Plan has been developed to be in compliance with Colorado Revised Statutes (23-1-123), Colorado Department of Higher Education (CDHE) Policy VI-Part C, and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-20.

I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Trinidad State College are defined as follows:

1. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the college, or (2) a condition of enrollment in a particular program or course.
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder-Greeley metropolitan area.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.
   a. Charges for Service: Assessments to cover the costs of delivering specific services that are incidental to instructional activities, including but not limited to application charges, add/drop charges, fines and penalties, transcript charges, late charges, testing charges, student identification card charges, orientation charges, matriculation charges and health insurance charges. Charges for Service do not include admission to events or other such ancillary activities and are not Fees as described in Section 1.A.1.
   b. User Charges: Assessments against students for the privilege of using or receiving the service of an auxiliary facility. A User Charge is assessed to only those students making use of the service or auxiliary facility, including but not limited to housing and food service charges.

B. For purposes of general definition, please see Definition of Key Terms as listed in CDHE Policy VI-PART C.

II. Categorization of Fees

A. Scope of Fee: Every Fee shall be classified as to whether its scope is College-wide, Campus-wide or Non-Campus-wide.

1. College-wide Fees: Mandatory assessments to all students, the revenues from which are used for academic or nonacademic purposes, including but not limited to the following:

(a) Support for student programs, including but not limited to cultural or social events, student clubs, student organizations, and student media;
(b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;
(c) Establishment and operation of campus health clinics or contract health services;
(d) Support for intercollegiate or intramural/club sport activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;
(e) Payment of direct and indirect operating expenses of student government;
(f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;
(g) Providing administrative services, including registration fees;
(h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art, materials, and telecourse fees;
(i) Payment of nonspecific costs related to the instructional program or college; and
(j) Payment for additional insurance costs necessary due to the nature of particular courses.

2. Campus-wide Fees: Mandatory assessments to all students enrolling with a particular campus, the revenues from which are used for academic or nonacademic purposes, including but not limited to the following:
(a) Support for student programs, including but not limited to cultural or social events, student clubs, student organizations, and student media;
(b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;
(c) Establishment and operation of campus health clinics or contract health services;
(d) Support for intercollegiate or intramural/club sport activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;
(e) Payment of direct and indirect operating expenses of student government;
(f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;
(g) Providing administrative services, including registration fees;
(h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art, materials, and telecourse fees;
(i) Payment of nonspecific costs related to the instructional program or college; and
(j) Payment for additional insurance costs necessary due to the nature of particular courses.

3. Non-Campus-wide Fees: Mandatory assessments to students that are not automatically imposed upon all students as a condition of enrollment, but are

automatically assessed to students from a particular classification, including but not limited to program or course insurance fees, program or college specific fees, and course specific fees.

B. Fee Purpose: Every Fee at Trinidad State College shall be classified as an Administrative Fee, an Academic Fee (Course Specific Fee and Instruction Fee), a Mandatory Insurance Fee, a Student Activity Fee, a User Fee, a Charge for Service Fee, or a Technology Fee. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

1. Academic Fees: Mandatory college-wide, campus-wide or mandatory non-campus-wide fees associated with academic courses or programs. Proposed non-campus-wide Academic Purpose Fees must be approved by SBCCOE.

   (a) Instructional Fees: Mandatory non-campus-wide fees related to an instructional program or college, but not to a specific course offering, and may include college specific fees or program specific fees, including but not limited to international program fees.

      (1.) Medium and High CIP Course Fees and Cisco Fees. Each Spring, SBCCOE approves the Classification of Instructional Program (CIP) codes that are used to determine those courses that will be assessed a course fee. All courses offered by the Colorado Community College System (CCCS) are identified according to three cost factor categories based on costs of delivery: low cost, medium cost, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year. A complete listing of CIP Codes and their approved cost factors, based on CIP 2024, can be found in Appendix A.

   (b) Course Specific Fees: Mandatory non-campus-wide fees assessed to enroll in specific courses (*e.g.,* lab fees, music fees, art fees, materials fees, and telecourse fees). Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.

      Trinidad State College does assess course specific fees. Refer to www.trinidadstate.edu for a list of course specific fees. Fee rates are approved by SBCCOE annually.

   (c) Technology Fee: Mandatory campus-wide fees assessed for the purpose of providing technological infrastructure support which may include, but are not limited to, server upgrades, computer upgrades and wireless internet connectivity.

2. Student Activity Fees: Mandatory campus-wide fees assessed for a specific purpose. Student Activity Fees apply to student centers, recreation facilities,

intercollegiate athletics, student government, and similar facilities and services; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Activity Fee – A student revenue fee used exclusively to fund student activities, clubs and organizations, student travel to in-state and out of state conferences and competitions, and ID's. Fee rates may differ by campus and are assessed per credit hour. Fee rates are approved by SBCCOE annually.

Student Center Fee – The purpose of this fee is to pay maintenance and operation of Student Center on the Trinidad Campus. Only students enrolled on the Trinidad campus are assessed this fee and are charged per credit hour.

Student Union Fee – The purpose of this fee is to cover operation, improvement, and maintenance costs of these facilities. This fee is only assessed for those full-time students enrolled on the Trinidad Campus and are assessed per term. Fee rates are approved by SBCCOE annually.

Athletic Fee – The purpose of this fee is to provide and support team sports, special events and tournaments, sustain equipment inventory, and to replace and support Weight Room equipment and facility improvements. It also supports the fleet vehicles dedicated to student events, club usage, and field trips. The fee is assessed per term. Fee rates are approved by SBCCOE annually.

3. Administrative Fees: Mandatory campus-wide fees assessed to provide administrative and support services.

   Campus Fee – The purpose of this fee is for public space improvements, such as parking lots, etc.

4. Mandatory Insurance Fees: Fees which are charged for insurance required beyond regular health insurance based on the nature of the course.

   Trinidad State College does assess mandatory insurance fees, mostly in malpractice insurance. Refer to www.trinidadstate.edu for a list of mandatory insurance fees.

5. User Fees: Fees paid by the student to exercise a privilege or receive a service by an auxiliary facility. This excludes housing and dining hall fees.

   Housing and dining hall rates – The purpose of this fee is to house students in the residence halls and to feed the students in the dining hall.

6. Charge for Service: Charges to cover the costs of delivering specific services which are incidental to the instructional activities.

   Registration Fee: The CCCS system-wide registration fee that was non-refundable, per Board Policy, was changed in April 2008 by SBCCOE to be a refundable fee, at the discretion of each college. Trinidad State College decided

that the registration fee would be refundable if student drops courses prior to census date each semester. Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration. Fee rates are approved by SBCCOE annually.

Return Check Charge: Trinidad State College assesses a processing fee for all checks returned to the college due to Insufficient Funds.

III. Timelines

Typically, the timeline for review and approval of student fees will approximate the following:

- *Late -January* – Proposals for student fees and other charges by the appropriate departments are submitted to the Office of the Vice President of Business and Finance.

- *Early -February* – Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of the Vice President of Business and Finance to Student Government for review and comment. It is the responsibility of the Office of the Vice President of Business and Finance to work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.

- *Mid-February* – Student Government open forum on student fees. Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of the Vice President of Business and Finance to the College Leadership Council for review and comment.

- *End-February* – Preliminary recommendations from Student Government and the College Leadership Council are due to the Office of the Vice President of Business and Finance.

- *Early-March* – The Office of the Vice President of Administrative Services forwards summary of preliminary recommendations on the proposals for student fees and other charges to the president of Trinidad State College. If approved by the president, the Office of the Vice President of Administrative Services forwards the summary of preliminary recommendations to the CCCS Budget Office.

- *SBCCOE April Board Meeting* – An overview of preliminary recommendations for student fee and other charges are presented by CCCS Budget Office to the Board on behalf of the colleges.

- *SBCCOE April Board Meeting* – Proposal for new and existing fees (in excess of inflation) requiring student vote and must be approved or rejected (contingent upon affirmative student vote).

- *Third week of April* - Students have traditionally voted on fee issues within the Spring Student Government ballot.

- SBCCOE May Board Meeting – Any new and existing fees (in excess of inflation) requiring student majority vote in April are either approved or rejected (contingent upon affirmative student vote) by SBCCOE at the May Board Meeting.

- *July 1* – New approved fees and other charges go into effect (usually fall semester).

Review of Fee Fund Balances

Trinidad State College's budget staff, along with the organization manager, periodically reviews each fee fund throughout the fiscal year. These reviews include evaluation of revenue collection, review of expenditures, estimated fund balance, and appropriate use of fee revenues. Spending adjustments are typically made in the fall and spring of each year. College leadership is consulted if in review of fees there is an adjustment warranted or if there is a conflict with the institutional fee policy. The level of allowable fund balance for each fee area is determined by college leadership in light of the current financial situation of the college and/or unique circumstances of that particular fee's plans (i.e. saving for a piece of equipment, etc.).

PART B--Elections and Required Approvals

Student Elections

Under the circumstances as outlined below, students are required to approve new fees and increases in existing fees outside of inflationary increases. The Vice President for Student Affairs of Trinidad State College is responsible for administering all student elections concerning fees, upon SBCCOE approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the assessment, the purpose for which Trinidad State College will use the revenue, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan will also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.

Trinidad State College may conduct a student vote once each semester. This election will be scheduled in consultation with the Trinidad State College Student Government and will be announced to the students at least thirty (30) days in advance.

The results of successful referendum elections are not subject to appeal and proceed directly to SBCCOE for disposition. No new fee, fee increases, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. All student fee elections are advisory to the SBCCOE.

Student Approval Not Required

1. Existing fees, new fees, or increases in fees relating to permanent student purposes.
2. Existing fees, new fees, or increases in fees relating to administrative fees for a specific academic course.
3. Any fee assessed for repayment of bonds issued or incurred prior to July 1, 1997.

4. Increase in any fee that is applied to repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is necessitated by a covenant in the authorizing bond resolution or other agreement for the specific project.
5. Increase in any fee that is applied to the repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is assessed for the repayment on bonds that are issued to refund existing bonds for the specific project and the maturity date of the refunding bonds is the same or earlier than the maturity date of the existing bonds.
6. Any course specific fees that the revenue is used directly for the course materials.

Student Approval Required (by a Majority of Votes)

1. New fee or fee increase (in excess of inflation only) assessed to cover administrative costs.
2. New fee or fee increase (in excess of inflation only) assessed for non-permanent student purposes. New non-permanent student purpose fee or fee increases must contain an expiration date.

Itemization of Student Fees on Billing Statements

Trinidad State College shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocations of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.

Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check-off.

PART C – Trinidad State College Participation and Appeal Processes

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level Trinidad State College's recognized student governance body, the Trinidad State College Student Government, is consulted by Trinidad State College's president and/or his or her designees. At the second level a State Student Advisory Council (SSAC) exists and is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the State Board for Community Colleges and Occupational Education as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

Campus Student Participation and Appeal Process

The Trinidad State College Student Government is consulted by the administration about the fees listed above on a routine basis.

1. The administration of Trinidad State College will consult with elected representatives of the Trinidad State College Student Government once in the fall term to review the current year's fees and again in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final SBCCOE action on all student fees.

2. It is the responsibility of the Trinidad State College Student Government each fall term to notify the president of the college of the names of no more than five (5) students who also are members of the Trinidad State College Student Government. These individuals will serve as representatives to the college's internal fee allocation process. Students who are not members in good standing of Trinidad State College Student Government will not be allowed to serve.

3. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by January 31 each year.

4. Trinidad State College's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be given for consultation between administration and students to meet this deadline. All existing fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

5. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution.

6. If informal resolution to the issue or issues identified in #5 does not occur, the president of the Trinidad State College Student Government may file a written appeal with the college President by February 21 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.

7. The President will respond to the written appeal within ten (10) working days. The President's written response will include rationale for either accepting or denying the written appeal.

8. Within ten (10) working days, by a majority of the membership of the Trinidad State College Student Government, the Trinidad State College Student Government may reject the president's response. If a majority is not attained or if the Trinidad State College Student Government fails to take action, the college president's response is final and no further appeals on the same issue are possible.

9. If the Trinidad State College Student Government rejects the college President's response, the President of the Trinidad State College Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.

10. The administration and the Trinidad State College Student Government may waive the appeal timelines by mutual consent.

SBCCOE Participation and Appeal Process

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the Trinidad State College Student Government with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the Trinidad State College Student Government to inform members of the Trinidad State College Student Government and other students of the final SBCCOE action on student fees.

Appendix A

CIP 2027 - CLASSIFICATION OF INSTRUCTIONAL PROGRAMS
Effective beginning with Fall 2026 term

Series	Program Title	Cost Factor (Please note: LOW fee is the same as no fee)
01	Agriculture, Agriculture Operations and Related Sciences	MED (except ABM, Ag Business Mgmt at HIGH)
01	Agriculture, Agriculture Operations and Related Sciences	LOW only for AGE and ASC
03	Natural Resources and Conservation	HIGH
04	Architecture and Related Services	MED
05	Area, Ethnic and Gender Studies	LOW
09	Communication, Journalism and Related Programs	LOW (all communication courses approved as LOW by CCCS CFO)
10	Communications Technologies/Technicians and Support Services	HIGH
11	Computer and Information Sciences and Support Services	MED (except CISCO at HIGH)
12	Personal and Culinary Services	LOW (except Culinary & Mortuary at HIGH)
13	Education	LOW
14	Engineering	MED
15	Engineering Technologies/Technicians	HIGH
16	Foreign Languages, Literatures and Linguistics	LOW
19	Family and Consumer Sciences/Human Sciences	MED
21	Technology Education/Industrial Arts	MED
21.01	Technology Education/Industrial Arts Programs	MED
22	Legal Professions and Studies	LOW
23	English Language	MED (optional fee-colleges can change to LOW)
23	Literature/Letters	LOW
24	Liberal Arts and Sciences, General Studies and Humanities	LOW
25	Library Sciences	LOW
26	Biological and Biomedical Sciences	MED
27	Mathematics and Statistics	MED (optional fee-colleges can change to LOW)
28.01	Air Force JROTC/ROTC	LOW
28.03	Army JROTC/ROTC	LOW
28.04	Navy/Marine Corps JROTC/ROTC	LOW
29	Military Technologies	LOW
30	Multi/Interdisciplinary Studies	LOW
31	Parks, Recreation, Leisure and Fitness Studies	LOW (except OUT at HIGH)
32	Basic Skills (ENG & MAT only)	MED (optional fee-colleges can change to LOW)

32	Basic Skills (CCR & MAT only)	HIGH
32	Basic Skills (REA & AAA only)	LOW
32	Basic Skills (AAA only)	LOW
33	Citizenship Activities	LOW
34	Health Related Knowledge Skills	LOW
35	Interpersonal and Social Skills	LOW
36	Leisure and Recreational Activities	LOW
37	Personal Awareness and Self-Improvement	LOW
38	Philosophy and Religious Studies	LOW
39	Theology and Religious Vocations	LOW
40	Physical Sciences	MED
41	Science Technologies/Technicians	HIGH
42	Psychology	LOW
43	Protective Services	HIGH (except Criminal Justice at LOW)
44	Public Administration and Social Service Professions	LOW
45	Social Sciences	LOW
46	Construction Trades	HIGH
47	Mechanic and Repair Technologies/Technicians	HIGH
48	Precision Production	HIGH
49	Transportation and Materials Moving	MED (except for Heavy Equipment and Aviation at HIGH)
50	Visual and Performing Arts	HIGH (except non studio ART courses - they are LOW)
51	Health Professions and Related Clinical Services	HIGH
52	Business, Management, Marketing and Related Support Services	LOW (except SBM, Small Business Management at MED)
54	History	LOW (CCCS CFO approval)
60	Residency Programs	LOW
60.01	Dental Residency Programs	LOW
60.02	Medical Residency Programs	LOW
60.03	Veterinary Residency Programs	LOW