E6.2xx – Mandatory Student Fees

I. **INTRODUCTION.** This Executive Policy implements Board of Regents Policy relating to mandatory student fees, including those used to fund the operations of chartered student organizations, Board policy Chapter 6, Section 6-3.

II. **PURPOSE.** To promulgate provisions implementing Board policy Chapter 6, Section 6-3 (Fees) and Chapter 6, Attachment 1, Item #2 related to mandatory student fees.

III. **APPLICABILITY.** This policy shall apply to all campuses of the University of Hawaii.

IV. **RESPONSIBILITY.** Responsibility for implementation of this policy shall rest with the chancellor of each campus and is further delegated to the campus senior student affairs officer.

V. **DEFINITIONS.** In delineating the scope of this policy and to assist in clarifying the purposes and goals of current and future mandatory student fees, the following definitions shall apply:

   a. **Chartered Student Organizations (CSOs)** as defined by Board policy, Chapter 7, Section 7-2a (CSO; General Provisions) whose activities are directly financed through mandatory student activity fees, as authorized by Section 304A-2257, Hawaii Revised Statutes.

   b. **Student Activity & Program Fees** include those mandatory student activity fees used to foster a vibrant student life and to promote a unique and enriching student educational experience at UH campuses through a diversity of co-curricular student programs, activities, and services.

   c. **Student Publication Fees** include those mandatory student activity fees used to support and govern student publications such as the campus newspaper, literary magazines, e-publications, other print media, and related student advertising sales and promotions, affording students opportunities to write, edit, design, manage, do art, sell ads, conduct promotions, etc. that inform, educate and/or entertain the campus community.

   d. **Campus Center & Student Recreation Fees** include those mandatory student activity fees used to support student-governed, student-serviced, and student-administered facilities, programs, services, and activities that serve as the “living room, hearthstone, or community center” for students, faculty, staff, alumni, and guests of the campus. Taken together, these facilities, programs, services, and activities offer conveniences and amenities that campus community members desire in their daily lives and create a focal point or gathering place where cultural, educational, social, recreational leisure, personal wellness, and physical fitness needs may be met.

These fees may also include those mandatory student activity fees used to support campus recreational facilities, programs, services, and activities that promote physical activity and wellness through student usage of indoor and outdoor recreational facilities.
and student participation in recreational opportunities such as intramural sports, fitness, outdoor adventures, aquatics, and other personal wellness or personal leisure activities.

Separate fees may be established to fund principal and interest payments of bonds sold as well as other debt obligations incurred for the construction, repair, renovation, and/or furnishing for facilities; and to fund the operations of services and programs within campus center and/or student recreational facilities including personnel costs.

e. **Student Government Fees** include those mandatory student activity fees used to encourage and foster student input, voice, and advocacy of the needs, interests, and concerns of students on campus through purposeful participation in institutional governance. These fees may also support the student government's sponsorship and funding of pertinent programs, services, and activities. Separate student government fees for undergraduates and graduates may be established given the composition of the campus student population.

f. **Campus Communication Fees (aka Student Broadcast Fees)** include those mandatory student activity fees used to support and govern student broadcast such as campus radio station, television programs, film-making projects and other broadcast media, affording students opportunities to produce, engineer, and manage radio broadcasts as well as scriptwrite, edit, broadcast report, produce, and manage filmmaking that inform, educate and/or entertain the campus community.

g. **Student Health Fees** include those mandatory student fees used to provide a level of campus health services which contribute to students' physical, mental, and emotional well-being in order that they may persist towards their educational objectives.

h. **Student Technology Fees** include those mandatory student fees used to support computing and technology needs of students through timely repair, replacement, and/or renewal of equipment, infrastructure, and software in a rapidly changing environment and to maintain state-of-the-art technology to aid in academic achievement.

i. **UPASS / Student Transportation Fees** refer to those mandatory student fees used to support subsidized public transportation services negotiated with governmental entities operating such public transportation. These fees may also support other alternative transportation programs and services that promote sustainability through reduced consumption of fossil fuels among other approaches.

j. **Student Athletic Fees** refer to those mandatory student fees used to enhance the campus intercollegiate athletic program’s revenue to assist with expenses such as scholarships, travel and subsistence, materials and supplies, and other expenses directly beneficial to student-athletes needed to offer a competitive intercollegiate athletic program given the campus’ designated conferences of competition. These fees shall partially offset ticket costs for seats allocated to students to attend home events, promoting campus spirit and pride. A negotiated portion of these fees shall support a variety of activities for students, including those activities designed to enhance the student experience related to athletics as well as the student's athletic experience.

VI. **POLICY**

a. **Mandatory Student Fees Schedule** shall reflect fee amounts as approved by the Board. These fee amounts are made a part of the Fees Schedule codified as appendices located at the end of this policy.

b. **Assessment & Collection of Student Fees:** As authorized by Board policies and
University rules, each campus shall continue its practice of collecting mandatory student fees on behalf of its CSOs, student activity programs, or student programs. These student fees shall automatically be assessed to the student account when a student registers for a specific term and is based on the students’ educational level, degree status, and enrollment status, among other factors.

c. **Changes to Student Fee Amounts:** CSOs, student activity programs, or student programs may request that its student fee be increased or decreased, or that a new student fee be established. Such requests shall be submitted for Board approval with adequate justification via the appropriate campus chancellor and via the University president. Requests shall clearly explain why the change is necessary and how the change will be used to further the purposes and goals of the CSO, student activity program, or student program. Requests shall outline appropriate consultative steps taken by the requesting body with constituents impacted by the fee change. Additionally, requests shall outline how this policy, particularly the Fee Schedule appendices will be amended. Should a multi-year student fee schedule be approved, ending rates for these fees shall remain in effect until the Student Fees Schedule is officially replaced by action of the Board or by delegated authority.

d. **Use and Expenditure of Mandatory Student Fees:** CSOs, student activity programs, or student programs shall use and expend monies from the student activities revolving fund for any purpose they deem necessary and proper to carry out and achieve their educational responsibilities, programs, and related activities, provided that the CSO, student activity program, or student program has met its own internal approval requirements and provided that any expenditure of funds is subject to the prior approval of the Board of Regents or its designated representative, the President or designee (HRS 304A-2257).

In balancing the right of the CSOs, student activity programs, or student programs to use and expend monies from student activities revolving funds; the legal, fiduciary and administrative responsibility of the Board for such monies; and the co-curricular program objectives of affording students the opportunity to learn to exercise decision-making authority over such monies; all income and expenditures shall be in compliance with applicable laws, rules, policies and procedures of government and the University. As such, ultimate responsibility for the proper financial management of the financial resources and other assets of CSOs, student activity programs, or student programs shall rest with the University program head as defined by University policy.

e. **Appeals Process:** In the event that the University program head does not approve the use and expenditure of monies from the student activities revolving funds, after the CSO, student activity program, or student program has properly approved such expenditure and use, the CSO, student activity program, or student program may appeal the decision of the program head to every succeeding level of authority. Each succeeding level of authority up through the Chancellor of the campus shall render a decision on the appeal within five (5) working days of receiving the appeal. The Chancellor of the campus or designee will render a final decision on the appeal within seven (7) working days of receiving the appeal.

f. **Annual Budgets and Financial Report:** The CSO, student activity program, or student program shall submit an annual budget for University approval as required by BOR Policy, Chapter 7, Section 7-2c. In the event that a CSO is inactive, full-time personnel in student life or student activities may submit an operating budget to cover operating costs, fixed and otherwise, for approval by the Chancellor of the campus via the campus senior student affairs officer. In addition, an annual financial report of actual income and expenditures by the CSOs, student activity programs, or student programs shall be
submitted at such time and in such a manner as prescribed by University policy (Executive Policy E7.101).

g. **Distance & On-Line Learning Students:** The quality and excellence of the University of Hawaii rests equally on the curricular (academic) and co-curricular (non-academic) programs that campuses offer. Just as tuition assessed by the campus is invested to enhance the educational experience for all its students through its library, labs, technology resources, and classroom facilities, so too are mandatory student fees assessed to enhance the out-of-classroom educational experience for all students through such co-curricular programs as theater, intramural sports, band, intercollegiate athletics, student newspaper, campus radio station, student government, student center, student clubs and organizations, etc.

1. The University values the transformative potential of educational experiences and opportunities offered by the co-curriculum. Further, the University regards the assessment of mandatory student fees as not dependent on any one student’s use of fee-supported activities, programs, and services. Rather the assessment of mandatory student fees, enables the University to enrich the quality of campus life for its students, maintain its reputation and accreditation, and shares the costs of the co-curriculum among all students.

2. All students, including those in distance and on-line programs are recognized as members of the student body of the campus offering such programs. As such, all students, including those in distance and on-line programs, universally contribute to creating, increasing, and maintaining high quality, affordable co-curricular educational programs.

3. Because students in distance and on-line programs are often unable to take direct advantage of the many co-curricular programs and opportunities at their program-offering campus, the campus chancellor may recommend their exemption from the assessment of these fees or charge substitute mandatory student fees, with approval of the President.