



Broad-Based Fees Policy

Category:	Business Office	Revision Date: 7/31/2021
Responsible Office:	Business Office, VP Administration	Effective Date: 8/1/2021

POLICY SUMMARY

This policy describes SUNY ESF's process for setting and collecting broad-based fees, which are generally charged to all enrolled students to finance discrete activities that benefit the student body. It also describes exemptions for certain student populations and how fee waivers and/or refunds are determined.

For our campus, this policy applies to the following broad-based fees:

- College Fee
- Student Services Fee
- Technology Fee
- Intercollegiate Athletics Fee
- Student Health & Counseling Services Fee
- Transcript Fee

Policy Statement

SUNY ESF charges broad-based fees to all enrolled students to finance discrete activities specific to the purpose for which the fee was charged and that benefit the student body, excluding those activities that are part of the core instructional program.

SUNY ESF recognizes that some students have unique situations for which the assessment of a certain fee may not be appropriate. Many situations are covered in the Fee Waiver section. Programming limitations may cause a covered fee to be assessed. It is the student's responsibility to monitor their bills and request a waiver if they believe they were charged in error. Fee waivers are not automatic. Students must apply for them. Fees are not waived for reasons such as: not wishing to pay; subscription to a health insurance plan; status as an adult or graduate student; non-use of a particular service, or any other similar reason(s). This list provides examples of reasons a fee will not be waived. It does not cover every instance.

SUNY ESF is required to submit a five-year broad-based fee plan annually to the State University of New York (SUNY) including proposals to charge new fees and adjust existing fees. Plans may include one-time adjustments and/or multi-year adjustments to campus fees.

Part-time students are charged mandatory fees, pro-rated based on the number of credit hours for which the student is registered that semester.

SUNY ESF charges mandatory broad-based fees non-academic year periods (e.g., Summer Sessions). Fees are pro-rated based on credit hours.

Process for Setting Fee Rates

Increases / Revisions

Broad-based fee increases are proposed with sensitivity to student financial access. Annual broad-based fee increases are expected to be within the Higher Education Price Index (HEPI), unless there are compelling reasons. Compelling reasons for such an increase may include, but are not limited to, expansion of critical student services, technology improvements, mandatory collective bargaining costs that exceed the current HEPI index, expenditures that are much greater than the revenue generated by a specific fee, or an extraordinary increase in fringe benefits. SUNY Administration's Finance group ultimately approves campus requests, either in whole or in part. Fee requests undergo a rigorous review process by SUNY before a final rate is approved. Those exceeding HEPI are further scrutinized to ensure that they are justified.

Student Consultative Process

Requests to adjust an existing broad-based fee or to establish a new one invokes the student consultative process. A broad-based fee request may originate from a campus oversight body, such as the Student Health Advisory Committee, Collegiate Athletics Board, or from SUNY ESF administration. The consultative process commences with the appropriate fee custodian reviewing the proposal with the associated oversight bodies such as the aforementioned committees, as well as student association officers and their leadership committees.

Once these constituents are briefed, open forums are scheduled at which additional student input is obtained. All public hearings are publicized widely to the student population and are held at various times to increase opportunities for students to attend and express their views. In addition, a "Broad-Base Fees Comments" email was established to collect student comments. Student feedback received during the period of consultation is considered and the President renders a decision regarding the broad-based fee proposal(s). A comprehensive proposal representing ESF's five-year plan, that includes supporting documentation, is submitted to SUNY Administration for review. Every comment collected is included in the College's as part of this submittal.

Fee Refunds / Waiver of Liability

Formal written requests are required for those seeking refunds of their broad-based fee(s), or waivers of liability. These must be directed to the ESF Business Office. The Director Business Affairs reviews each request and renders a decision that is consistent with SUNY Policy number 7301 – Billing, Refunds, Collection and Write-Offs Policy for Tuition, Fees, and Other Charges. SUNY ESF will generally provide a refund of broad-based fees in accordance with the guidelines set forth in Section II. Specifically, the same tuition refund schedule that increases liability as the semester progresses, applies to ESF's broad-based fees. Guidelines for exceptions to this schedule are covered in Sections II.B.1 to II.B.5. This policy, which guides ESF's refund/liability waiver decisions, can be found in the following link:

Link to #7301: https://www.suny.edu/sunypp/documents.cfm?doc_id=390

The College's Bursar website shows this SUNY liability table. It also has additional information that pertains to non-academic year terms, since their durations do not fit neatly into the SUNY policy. The College's information is the one that will govern refund decisions.

A student who is dismissed to academic or disciplinary reasons prior to the end of the academic term will be liable for all charges due for that term.

Fee Waivers

The overriding principle is that SUNY ESF will not grant waivers of mandatory broad-based Fees. However, SUNY ESF will exempt certain populations of students as identified below.

**THE FOLLOWING STUDENT POPULATIONS WILL NOT BE CHARGED FOR BROAD-BASED FEES AS LISTED
(***) SEE NOTE AFTER THIS TABLE BELOW(***)**

<ul style="list-style-type: none"> • Intercollegiate Athletics Fee • Student Health & Counseling Fee • Student Services Fee
<ul style="list-style-type: none"> • Intercollegiate Athletics Fee • Student Health & Counseling Fee • Student Services Fee
<ul style="list-style-type: none"> • Intercollegiate Athletics Fee
<ul style="list-style-type: none"> • Student Services Fee related to services offered by Syracuse University. (Note - Ranger School students pay the same fee, but they directly receive the revenue to fund activities for which they benefit) • Student Health & Counseling Fee • Intercollegiate Athletics Fee
<ul style="list-style-type: none"> • All fees liability will be waived in accordance with SUNY Policy #7301, Section II.B.1

Students are responsible for monitoring their invoices and requesting waivers from the Business Office when assessed a fee for which they believe they should have been exempt, or have circumstances that deserve special consideration. This is rarely granted, unless the student’s situation is so unusual, that a waiver is the just and correct decision by the college. Waivers must be requested in writing within one year after the term that the fee in question was charged.

Other than the above circumstances, broad-based fees are mandatory. Fees are not waived for reasons such as: not wishing to pay; subscription to a health insurance plan; status as an adult or graduate student; non-use of a particular service, or any other similar reason(s). This list provides examples of reasons a fee will not be waived. It does not cover every instance. Students who still feel they should be exempt from a fee, or fees, can petition the Business Office for special consideration. These requests should be directed to the Bursar’s Office who will either render a decision or seek guidance from the Director Business Affairs. Liability waivers/refunds are rarely granted, unless the student’s situation is so unusual, that a waiver is the just and correct decision by the college.

Background

ESF's Broad-Based Fee Policy has been established in accordance with the SUNY policy number 7804 entitled Fees, Rentals and Other Charges. ESF adheres to this policy. It can be found in the following link:

Link to #7804: https://www.suny.edu/sunypp/documents.cfm?doc_id=398

Applicability

Broad-based fees are generally charged to all enrolled students. Excepted are students who qualify and/or apply for waivers as previously described.

Definitions

Broad-based fees - fees are generally charged to the majority of enrolled students to finance discrete activities that benefit the student body, excluding those activities that could be considered to be part of the "core operations" mission of the campus that is funded by direct and indirect state tax support and tuition revenue dollars. ESF's current broad-based fees are the College Fee, Student Health & Counseling Services Fee, Intercollegiate Athletics Fee, Technology Fee, and Other Fee, comprised of the Student Services and Transcripts fees.

Responsibility

The Bursar's Office is responsible for collecting broad-based fees and providing guidance with respect to granting fee waivers.

CONTACT INFORMATION

Michele McNeill
Bursar
Business Affairs
103 Bray Hall
Syracuse, NY 13210

Phone: (315) 470-6653
Fax: (315) 470-6897
Email: mmcneill@esf.edu
Website: <http://www.esf.edu/bursar/>