



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## Administration and Finance

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### MEMORANDUM

**Response Requested by: October 11, 2024**

Date: September 19, 2024

To: Campus Community

From: Nick Norimoto  
University Budget Director  
Staff to the Student Fee Advisory Committee

Subject: Student Fee Advisory Committee – Request for Fee Changes

On behalf of the President and the Student Fee Advisory Committee (SFAC), the Budget Office is seeking potential proposals to establish, augment, reduce, or eliminate campus fees. Fee proposers shall submit a preliminary proposal for Category III and IV for review. The SFAC will consider proposals for establishment and adjustment of Category III fees, and will then make a recommendation to the President. Category IV and V fees will be shared with the committee and provided to the President for final review and approval, rejection, or modification. The President will notify the Student Fee Advisory Committee of his decision in regards to all fee recommendations or comments.

Proposals for Category II fee (campus mandatory fees) should be presented to the respective Vice Presidents for support. The Vice President will present the fee pre-proposal to the President's Cabinet for discussion. The Cabinet will determine if a proposal needs to be developed and presented to the SFAC.

In order for the campus fee proposals to be considered for implementation for Fall 2025 term, the proposals must be submitted by **Friday, October 11** to the Student Fee Advisory Committee at: [nnorimoto@csudh.edu](mailto:nnorimoto@csudh.edu).

The proposal may be submitted using the **Fee Request Form**, which can be downloaded at: <http://www.csudh.edu/budget-plan-admin/student-fee-advisory/>. The proposal should include the following information:

- Purpose of the fee.
  - Historical fee background (e.g., the date the fee was established, when was it last adjusted, etc.), unless it is a new fee.
  - List of supplies or services purchased with the revenue from the fee.
  - Applicable course numbers, if fee is a Category III course fee.
  - Estimated number of students that will pay the fee.
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The California State University Student Fee Policy, Executive Order 1102, can be found at: <https://calstate.policystat.com/policy/11733481/latest/>. Detailed fee descriptions from the fee policy are listed below. Additional information also can be found on the Student Fee Advisory Committee website: <https://www.csudh.edu/budget-plan-admin/student-fee-advisory/>.

Below are the various fee category descriptions:

- A. **Category II Fees** – Campus mandatory fees that must be paid to enroll in or attend the university, under the authority of the President once established by the Chancellor. These fees include: IRA, Health Services, Health Facilities, Student Center, Student Activity, and Student Success Fee.
- B. **Category III Fees** – Fees associated with state-supported courses collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction.
- C. **Category IV Fees** – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
- D. **Category V Fees** – Fees paid to self-support programs such as extended education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines, and deposits.

If you have any questions, please feel free to contact us at extension 2653.