Consolidated Campus Fee (EO 1049)  
Expenditure Guidelines

EO 1049 has created two new funds to be used to enhance the student learning experience: a Consolidated Course Fee (T8509) which is fixed at $26/year, and a new Student Learning Fee (T8508) that will increase from $20/year by $8/year until a maximum is reached in 2019/2020. The Consolidated Course Fee funds are to be used according to the general course fee guidelines, while the Student Learning Fee funds have added flexibility.

Guiding principles for the use of Course Fee dollars:
• Course Fee expenditures should be to supplement the basic complement of classroom and laboratory instruction by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course.
• Course Fee expenditures can be for required field trips or travel off campus in order to meet the educational objectives of a given course.
• Course Fee expenditures should provide materials or services that have a tangible benefit to students.
• Course Fees are not to be charged in lieu of classroom and laboratory supplies and materials provided by enrollment funding campuses regularly receive through marginal cost of instruction per student and permanent base budget allocations.

T8509 – Consolidated Course Fee ($26/year)
Course fee funds may be used for the following:
• Supplies and materials that are consumed or used by the students in a course.
• Services, or use of an off campus facility.
• Software when purchased for each student to use or access, or for software annual licenses.
• Student travel or field trip related costs.

Course fee funds may not be used for:
• Support of faculty/staff salaries and benefits.
• Capital expenditures, such as those related to land acquisition, construction of new facilities or remodeling of existing facilities.
• Equipment unless purchased for each student in the course.
• Equipment or software for faculty/staff use.
• Travel for faculty/staff.
• Basic complement of classroom supplies and materials required for instruction or deemed necessary to equip the instructional space for courses.

T8508 – Student Learning Fee
Student Learning Fee funds may be used for (in addition to what Course Fee funds may be used for):
• Student assistant wages to work in labs or as tutors
• Equipment purchases that may not be for each student but are to enhance the student learning experience or meet the changing needs of a learning environment (i.e., GPS units, microscopes, data collection probes, computers, etc.).
• Hardware and software purchases for student use and software licenses
• Student printing in labs or classrooms

Student Learning Fees are not to be used for:
• Teaching associates or assistance with grading
• Visiting artists, guest lecturers, or a lecture series
• Capital expenditures such as those related to land acquisition, new or remodel construction or installation costs. This includes remodel costs or installation paid to on-campus service centers such as Facilities Management Services (FMS) or Telecommunication Services (TSRV) to install equipment. SLF funding can support equipment purchases but the installation and remodeling of space must be covered by other funding.

Questions regarding the appropriateness of an expenditure from T8508 or T8509 funds should be directed to the University Budget Office (x5931) or Financial Services (x5103).

Notes:
T6704 – Misc Course Fees fund expenditures will still follow the MCF form approved for each course and that is maintained in Accounting Operations on campus. See MCF form for detailed expenditures which are checked by staff in Accounting Operations.

EO 1034 – Chancellor’s Office Fee Policy @ http://www.calstate.edu/eo/EO-1034.html
EO 1054 – Chancellor’s Office Fee Policy @ http://www.calstate.edu/eo/EO-1054.html
EO 1049 – Chico Consolidated Fee @ http://www.calstate.edu/eo/EO-1049.shtml

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