



SACRAMENTO  
STATE

# Category IV & V Fee Requests

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Budget Planning & Administration

*Redefine the Possible™*

# Student Fees

<b>Category</b>	<b>Examples</b>
I - Systemwide Mandatory Fees	Tuition
II - Campus-based Mandatory Fees	Health fee, Athletics fee, IRA fee
III - Misc. Course Fees	Consumable materials, field trip costs
IV - Administrative Fees and Fines	Transcript fee, library fines
V - Self Support Fees	Parking, Rent (Housing), CCE classes

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# Fee Proposal for Presidential Review

Required to:

- Establish a new fee
- Increase or decrease an existing fee
- Eliminate a fee
- Revise language or usage

# Form is Available on ABA Forms, under Budget Planning & Administration

## Budget Planning & Administration

[Budget Planning & Administration](#) partners with numerous campus entities, including the President, to develop and the Campus Operating Budget. They also ensure compliance and transparency by producing the university's annual report. They can be reached [here](#) [EMAIL](#).

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<a href="#">"Reports To" Change</a>	September 2022
<a href="#">Budget Transfer</a>	February 2023
<a href="#">Budget Transfer Instructions</a>	February 2023
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<a href="#">Position Vacancy Extension Request</a>	March 2023
<a href="#">Request for New Position Number (Acrobat Sign)</a>	September 2022

# Information Requested:

- Category type (IV or V)
- Proposed effective date
- Requested action (new, adjust, eliminate)
- Purpose of fee
- Who will be charged
- How will funds be used
- Revenue and expense projections

# Purpose of Requested Information:

- Determine reasonableness of the request
- Enable understanding and communication to obtain President's approval
- Document uses for potential audit

# Fiscal Information

- Must be submitted in Excel or the original form (non-PDF version)
- Must include enough details to enable a reasonable analysis



# BPA's Review

Consists of:

- Reading and understanding request; plan for BPA to ask clarifying questions or request additional information
- Validating calculations and assumptions
- Reviewing previous fee documentation, and historical usage, revenues, and expenses

Objective of BPA's review is to validate that the fees charged to students are appropriate and reasonable.

# Deadlines

There are none – BPA will accept and review at any time.

However.....

- Average 30 days from BPA acceptance to obtaining President's approval
- Complex accounting may delay implementation

BPA recommends informal pre-discussions and advance notice of any urgent requests.

# BPA Contact/Info

Email request form and non-PDF of required fiscal information to: [bpa-01@csus.edu](mailto:bpa-01@csus.edu)

For more information:

<https://www.csus.edu/administration-business-affairs/budget-planning/>