

**BROAD-BASED FEES POLICY**

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**Category:** Business and Finance**Responsible Office:** Finance and Management, VP Office**Date Established:** 05/01/2012**Date Last Revised:** 09/01/2020**Date Posted to Library:** 09/20/20

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**POLICY SUMMARY**

This policy describes SUNY Buffalo State'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.

**POLICY****Policy Statement**

SUNY Buffalo State generally charges broad-based fees to all enrolled students to finance discrete activities that benefit the student body, excluding those activities that are part of the core instructional program.

SUNY Buffalo State 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 on a per-credit-hour basis.

Buffalo State charges mandatory broad-based fees during summer and winter sessions for services supported by fee revenue that are available at that time. Fees are pro-rated based on credit hours.

**Increases**

Broad-based fee increases are proposed with sensitivity to student financial access. In general, annual broad-based fee increases are no greater than the Higher Education Price Index (HEPI) unless there is a compelling case. 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 or an extraordinary increase in fringe benefits.

**Student Consultative Process**

Requests to adjust an existing broad-based fee or to establish a new broad-based fee invoke the student consultative process. A broad-based fee request may originate from a campus oversight body, such as the Student Health Advisory Committee, or the SUNY Buffalo State administration. The consultative process commences with the appropriate fee custodian reviewing the proposal with the associated campus oversight body, including student members. Open forums are scheduled at which additional student input is obtained. Concurrently, the broad-based fees proposal is brought to the College Senate for assignment to the appropriate sub-committee(s) for review and recommendation. Additional hearings may be scheduled by the sub-committee(s) in review of the proposal. The sub-committee(s) makes recommendation to the membership of the College Senate where the proposal is voted on by the body as a whole. Both the College Senate and the sub-committee(s) involved in this consultative process include student members.

The College Senate's recommendation is then forwarded to the President. 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.

Upon receipt of the College Senate's recommendation and considering student feedback received during the period of consultation, the President renders a decision regarding the broad-based fee proposal(s). The President's decision is submitted to SUNY as SUNY Buffalo State's recommendation for changes in broad-based fees. The broad-based fee process and President's recommendation are shared with the college community in a broad and inclusive manner.

### **Fee Waivers**

Broad-based fee waivers are granted for Buffalo State students who meet one of three conditions: (1) those who are enrolled in study-abroad; (2) those who reside outside of Erie and Niagara counties and are enrolled exclusively in on-line courses that never meet on campus; or (3) those who reside outside of Erie and Niagara counties and are participating exclusively in off-site internships, master's projects, student teaching curricula or similar, that never meet on campus.

Courses being taught via remote instruction in response to the COVID-19 public health emergency are not considered to be online courses and therefore are not eligible for broad-based fee waivers.

Fees subject to waiver are the athletics and transportation fees. Fee waivers are not automatic: The International and Exchange Programs Office performs the fee waiver application process on behalf of study-abroad students; all other students seeking fee waivers must apply for them each term or semester via Banner, SUNY Buffalo State's integrated student information system. Students may apply for a fee waiver until one week after the drop/add deadline for each term or semester.

Requests for health fee waivers should be directed to the Weigel Health Center. The health center will notify the Student Accounts Office of any necessary adjustments.

### **Refunds**

In the event that a fee is imposed upon students without following the guidelines set forth in this policy, funds collected shall be refunded to the payee in full upon request made to SUNY Buffalo State or by directive from SUNY. Requests for refunds must be made within three years of collection of the fee. This refund provision is effective as of September 2011. Other refund provisions may also apply.

### **Background**

Buffalo State's Broad-Based Fee Policy has been established in accordance with the SUNY policy entitled Fees, Rentals and Other Charges, Section II: Broad-Based Fees General Guidelines. Buffalo State adheres to this policy, including the following statements:

*All broad-based fees require the approval of the SUNY chancellor's designee. Any new broad-based fee requests must explicitly state the purpose of the fee and the campus must assure that the moneys generated from the fee are used solely for such purpose. With the exception of the College Fee, broad-based fee revenue must be recorded*

*within separate and distinct accounts.*

*Broad-based fee revenue may be used for personnel and other than personal service (OTPS) expenditures, unless excluded by individual fee policies. Fee revenue may not be pledged nor used to pay debt service.*

*Accumulations of broad-based fee revenue must conform to the university's policy on financial reserves. Any proposed fee increase must consider any accumulated reserve amounts.*

## **Applicability**

Broad-based fees are generally charged to all enrolled students. Excepted are students who qualify and apply for waivers (as described above).

## **Definitions**

Broad-based fees - Fees generally charged to all enrolled students to finance discrete activities that benefit the student body, excluding those activities that are part of the core instructional program. Buffalo State's broad-based fees are the College Fee, Health Fee, Intercollegiate Athletics Fee, Technology Fee, and Transportation Fee.

## **Responsibility**

The Office of Student Accounts is responsible for collecting broad-based fees and granting fee waivers.

## **RELATED INFORMATION**

### **Related Links:**

[SUNY Policy on Fees, Rentals and Other Charges](#)

[Buffalo State website for broad-based fees](#)

[Buffalo state webpage for broad-based fee waivers](#)

[Buffalo State webpage for the Office of International and Exchange Programs](#)

## **CONTACT INFORMATION**

Finance and Management, VP Office  
Cleveland Hall, Room 505  
1300 Elmwood Avenue  
Buffalo, NY 14222

Phone: (716) 878-4311

Fax: (716) 878-4350

Website: <http://financeandmanagement.buffalostate.edu>

E-mail: [vpfm@buffalostate.edu](mailto:vpfm@buffalostate.edu)

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<https://adminpolicylibrary.buffalostate.edu/>

## **REVISION HISTORY**

**Date of change:** 09/01/20

**Brief description of edit:** Adjustments necessitated by COVID-19 public health emergency

**Date of change:** 02/06/20

**Brief description of edit:** Formatted for accessibility

## **APPROVAL**

Approved prior to 2016