



INSTITUTIONAL FEE PLAN FY2027

FEE PLAN FISCAL YEAR 2027
ARAPAHOE COMMUNITY COLLEGE
5900 S. Santa Fe Drive, Littleton, CO 80160

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Introduction

The purpose of the Arapahoe Community College (ACC) Institutional Fee Plan (plan) is to define how student fees are proposed, approved, assessed, and allocated at ACC.

This plan complies with policies and procedures outlined by the State Board for Community Colleges and Occupational Education (SBCCOE), The State of Colorado statutes, the Colorado Department of Higher Education (CDHE), and the Colorado Commission on Higher Education (CCHE). See website links in Appendix – C.

The ACC college president is responsible for the administration of student fee monies, which includes the obligation to approve and administer all student elections concerning fees. The college president, in consultation with the student government, shall establish an institutional fee plan. New or increased mandatory fees which are charged to all students enrolled at ACC which is proposed for implementation after July 1, 2012, must comply with SBCCOE BP 4-20 and the Institutional Fee Plan.

Fee Policy

Annual Approval

- All student fee rates must be approved annually by the SBCCOE.
- Institutional fee plans and any revisions shall be submitted for annual review by the SBCCOE and posted on the college's website.
- The SBCCOE may delegate review and approval of individual institutional fee plans to the System President or their delegate.

Itemization on Billing Statements

- Each student fee must be itemized separately on the student billing statement.
- ACC shall disclose fees charged to students, including:
 - Course Specific fees
 - Student Fees
 - Use Fees
 - High/Med Cost Fees
- The portion of any general student fee used for repayment of bonds or other debt must also be disclosed.
- Billing statements must conspicuously identify any optional student fees or charges that are automatically assessed unless the student opts out (negative check-off).

Prohibition on Substitution

- Fees shall not be substituted for tuition and shall not be used to provide general revenue for the college.

Use of Tuition and Fees

- Tuition and/or fees may be used for instructional facilities construction subject to CDHE fee policies.
- Any such building must comply with Series 16 of Board Policy.

Annual Fee Changes and Review of Fee Usage

- **Annual Fee Updates:** The Director of Finance and Administrative Services, in collaboration with the Bursar, emails division and department leads in mid-January to request additions of new fees, removal of outdated fees, and updates to existing fee names and pricing. Responses are due by mid-February to allow ACC to present the updated fee schedule to the Colorado Community College System (CCCS) for their review and approval.
- **Quarterly Revenue Monitoring:** The Budget Office provides fee revenue balances and recommendations to division and department leads during division quarterly reviews to ensure expenditures align with fee revenue by year end.

Fee Type Definitions

Any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program. Specific types of fees are further defined below. Refer to the current ACC Course Schedule or the ACC Website Arapahoe.edu/admissions/paying-college/tuition-fees page for an updated list of fees.

Bond Fees

Student Building Fee (Bond Fee) are mandatory assessments used to finance the construction, renovation, and/or operation of auxiliary or academic facilities. These fees may also be pledged for the repayment of bonds issued for such projects. Bond Fees ensure that the college can maintain and improve facilities that support student learning and campus life, including student centers, recreational facilities, and other academic spaces. Any new Bond Fee or increase beyond inflation requires approval by the SBCCOE and a majority vote of the student body, as outlined in BP 4-20.

Instructional Fees

Instructional fees are charges associated with academic courses that help defray the cost of offering specific courses. These fees include, but are not limited to: field trips, required materials for laboratory, music, art, vocational, occupational technical and

physical education courses, testing fees required for completion of a course, malpractice insurance, digital textbooks, and high/medium cost fees.

Instructional fees can be used to buy tangible and consumable supplies, services, or to provide access to a facility that enhances the experience of the student and is critical to the academic outcomes of the course.

Allowable Uses:

- Student or other supplemental staff assistance used to support labs or assist with non-teaching duties for the program for which the fee was charged

Not Allowable Uses:

- Faculty and staff salaries or equipment
- Student or staff assistants to help grade or teach parts of the course, or regularly salaried lab coordinators

Medium and High CIP Course Fees and Cisco Fees

All courses offered by the Colorado Community College System (CCCS) are identified according to three cost factor categories based on costs of delivery: low cost, medium cost, and high cost. In addition to these levels, the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year. A complete listing of CIP Codes and their approved cost factors, based on CIP 2027, can be found in Appendix A.

Course Specific Fees:

- Mandatory non-campus-wide fees are assessed to enroll in specific courses
- Proposed non-campus-wide Course Specific Purpose Fees must be approved by SBCCOE.
- Revenue from each Course Specific Fee is restricted for costs directly related to the associated course, and each section of the course must be assessed with the same Course Specific Fee.

Course Specific Facility Fees

- Use of tuition or fees may be used for Course Specific facilities construction, provided the following conditions are met:
 - All other financing options have been explored.
 - Students approved the use of funds through a student vote or referendum or student government approval (as specified in the Fee Approval and Review Process Timeline).

- Any referendum relating to the use of fees under this section is initiated by the student government.

Note: The use of a student fee for Course Specific facilities construction must be approved by vote or referendum or by student government. Institutions may use tuition for the construction or renovation of Course Specific facilities without approval through a student vote or referendum, provided that, at a minimum, the institution has explored all other financing options, has presented their proposed use of tuition revenues at a public meeting, and has informed students which capital projects will be funded with tuition revenues.

Currently, ACC does not use student tuition and fees for Course Specific facilities construction. ACC may consider using student tuition and fees for Course Specific facilities construction in the future pursuant to CDHE and SBCCOE fee policies and procedures.

Program Fees

Mandatory fees associated with academic programs help defray the costs of offering specific programs. These include, but are not limited to: music, art, career and technical education, physical education programs; testing fees required for completion of a program; and malpractice insurance.

Program Specific Fees

- Mandatory non-campus-wide fees are assessed to enroll in specific programs.
- Proposed non-campus-wide Program Specific Purpose Fees must be approved by SBCCOE.
- Revenue from each Program Specific Fee is restricted for costs directly related to the associated program and each student enrolled in the program must be assessed the same Program Specific Fee.

Student Fees

Mandatory campus-wide fees are assessed for a specific purpose. Student Purpose Fees apply to student centers, recreation facilities, intercollegiate athletics, childcare centers, campus health clinics or contract health services, student government, and similar facilities and services; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Activity Fee is a student revenue fee used exclusively to fund student activities, clubs and organizations, student travel to in-state and out-of-state conferences and competitions, campus center operations and maintenance, IDs, and

the replacement and renewal of campus center furnishings. Fee rates are approved by SBCCOE annually.

Health & Wellness Fee the purpose of this fee is to cover mental health counseling and fitness services for ACC students. Fee rates are approved by the SBCCOE annually.

Use Fees

Use Fees are a mandatory or non-mandatory fee to exercise a privilege or receive a service.

Administrative Fees unrelated to a specific academic course or program.

Mandatory campus-wide fees charged to defray the costs of providing administrative services including but not limited to costs of renewal and replacement of equipment, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access. Registration fees must be charged at all schools but may be waived at the college's discretion. Administrative fees charged at ACC are, but are not limited to the following:

Registration Fee: The CCCS system-wide registration fee that was non-refundable, per Board Policy, was changed in April 2008 by SBCCOE to be a refundable fee, at the discretion of each college. ACC decided that the registration fee would be refundable at the effective date of the change, which was at the beginning of the fall 2008 semester.

Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration.

Auxiliary Sales and Services

Charges to provide elective services such as housing and food service plans. Auxiliary sales and services at ACC include, but are not limited to the following:

- **Fingerprinting Fees:** ACC assesses a fee for fingerprinting services by ACC Campus Police on campus.

Miscellaneous Charges, Charge for Service

These charges cover the cost of delivering specific services which are incidental to the instruction activities, which include but are not limited to medical malpractice insurance, equipment rental, matriculation, registration, Accuplacer, materials fees, return check fees, wire payment charges, and parking.

Parking Fee: The purpose of this fee is to cover the operation and maintenance costs of parking facilities.

Sales and Services of Educational Activities

These are charges for elective services such as the fitness center and testing. Sales and services of educational activities at ACC include, but are not limited to the following:

- **Fitness Center Membership Fee:** ACC assesses a charge to students for membership to the fitness center.
- **Professional Testing Charges:** ACC assesses a charge for administration of professional tests.

Fee Approval and Review Process Timeline

Course Specific and Student Fee Key Dates

- **January – Request for new fees** - Director of Finance and Administrative Services will e-mail to all Deans, divisions and departments with a request for new fees, updates to fees, or changes in fees, including the timeline.
- **April - SBCCOE Meeting** – An overview of preliminary recommendations for course specific and student fees and other charges are presented by the CCCS Budget Office to the SBCCOE on behalf of the colleges for approval.
- **July 1 – Annual College Fee Plan Released** - New approved student and course specific fees and other charges go into effect for fall term.

Course Specific Fees

- **Mid-February - New and Changes Due** - Proposals for course specific fees and other charges are due and submitted to the Director of Finance and Administrative Services.

Student Fees

- **Early February - Preliminary proposals for new and existing student fees** (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Director of Finance and Administrative Services to Student Government for review and comment. Director of Finance and Administrative Services will work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.
- **Mid-February - Student Government Association open forum on student fees.** Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) requiring student vote and must be approved or rejected (contingent upon affirmative student vote).
- **End February - Preliminary proposal due to Director of Finance and Administrative Services then Cabinet** - Student Government Association

provides preliminary proposal to Director of Finance and Administrative Services, then forwarded to President's Cabinet for review and comment.

- **Early March - ACC President does final review.** If approved by the President, the proposal forwards the recommendations to the CCCS Budget Office.
- **Third week of April** - Students have traditionally voted on student fee issues within the Spring Student Government Association ballot. The timeline for said election is spelled out in the Student Government Association Constitution. There is also clarification within the Student Government Association Constitution defining and stipulating "special elections" which may also apply to fee issues.

Student Fee Approval Requirements

Under the circumstances outlined below, new fees and increases in existing fees require student approval. The college president (or delegate) is responsible for administering all student elections concerning fees, upon SBCCOE approval of the referendum plan.

The referendum plan must include:

- The amount of the proposed fee.
- The reason for the assessment.
- The number of years the fee will be imposed.
- The purpose for which ACC will use the revenue.
- Whether the fee is permanent or temporary (and if temporary, the repeal date).
- The effect of enrollment fluctuations.

A simple majority of votes cast determines the outcome of any student election. ACC may conduct a student vote once each term. Elections will be scheduled in consultation with the ACC Student Government Association and announced to students at least thirty (30) days in advance. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted until the following regularly scheduled election.

Student approval through a majority vote is required for these fee categories:

- **Student Fees:** A new student activity fee or an increase in existing Student Activity Fee (in excess of inflation only). This includes Health and Wellness fees.
- **Student Building Fee (Bond Fee):** A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and/or operation of auxiliary or academic facilities or operations.

- **Administrative Costs:** Any new fee or increase (in excess of inflation only) assessed to cover administrative costs.
- **Non-Permanent Student Purpose Fees:** Any new fee or increase (in excess of inflation only) for non-permanent student purposes. Such fees must include an expiration date.

Student Approval Not Required for:

- Instructional Fees, Program Fees, Miscellaneous Charges/Charges for Service, Sales and Services of Educational Activities.
- Increases required by bond covenants or refunding bonds with the same or earlier maturity date.

Refund Process

For complete and updated information, visit the [Arapahoe Community College admissions, cashier's office](#) page for refunds to students' information.

Institutional Fee Plan

ACC will ensure that its Institutional Fee Plan remains fully aligned with all applicable policies and regulations, including the SBCCOE Board Policies & System Procedures, the Colorado Commission on Higher Education (CCHE) policies and procedures, and the Colorado Department of Higher Education (CDHE) data collection of tuition and fee structures, student elections, and reporting standards. See website information in Appendix – C for most recent state and board level policies and procedures.

The college will submit:

Institutional Fee Plan submitted annually by June 15th to the Director of Budgets, Planning & Analysis at CCCS for annual review and approval by the SBCCOE.

After SBCCOE approval:

- CCCS submits all schools' Institutional Fee Plans to CDHE.
- ACC publishes the approved Institutional Fee Plan on the ACC website to ensure transparency and accessibility for students and stakeholders.

This process guarantees accountability, consistency with statewide policy, and clear communication of fee-related decisions to the campus community.

Participation, Appeal, and Complaint Resolution Processes

Student participation in developing campus and statewide fees occur at two levels through recognized governance bodies. At the first level ACC's recognized student

governance body, the ACC Student Government Association (SGA), is consulted by ACC's President and/or designees. See website information in Appendix – C for most recent state and board level policies and procedures.

At the second level, the State Student Advisory Council (SSAC) is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the SBCCOE as provided by Board Policy (BP) 4-25 - State Student Advisory Council and Colorado Revised Statute 23-60-104 – State Board for Community Colleges and Occupational Education (SBCCOE) – student advisory council – state advisory council.

Participation

The ACC SGA is consulted by the administration about fees on a routine basis. ACC's student fee request must be submitted to CCCS by mid-March each year. Sufficient time should be earmarked for consultation between administration and students to meet this deadline.

New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

Appeal

If student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution through established CCCS Board Policies & Procedures, Student Complaint Procedure SP 4-31a.

The SBCCOE will approve all student fees across the system prior to implementation. Students and their representatives can address the SBCCOE during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the ACC SGA with the final action taken by SBCCOE on student fees after the Board meeting. The ACC SGA president will inform members of the SGA and other students of the final SBCCOE action.

Complaint Resolution

This process also provides a mechanism for students to file complaints regarding the imposition or amount of a student fee. Complaints will follow the established Student Grievance Procedure according to System Procedure SP 4-31a if informal resolution cannot be reached.

Appendices

Appendix A – Med/High-Cost CIP 2027 Classification of Instructional Programs

Effective beginning with Fall 2026 term

Series	Program Title	Cost Factor (Please note: LOW fee is the same as no fee)
01	Agriculture, Agriculture Operations and Related Sciences	MED (except ABM, Ag Business Mgmt at HIGH)
01	Agriculture, Agriculture Operations and Related Sciences	LOW only for AGE and ASC
03	Natural Resources and Conservation	HIGH
04	Architecture and Related Services	MED
05	Area, Ethnic and Gender Studies	LOW
09	Communication, Journalism and Related Programs	LOW (all communication courses approved as LOW by CCCS CFO)
10	Communications Technologies/Technicians and Support Services	HIGH
11	Computer and Information Sciences and Support Services	MED (except CISCO at HIGH)
12	Personal and Culinary Services	LOW (except Culinary & Mortuary at HIGH)
13	Education	LOW
14	Engineering	MED
15	Engineering Technologies/Technicians	HIGH
16	Foreign Languages, Literatures and Linguistics	LOW
19	Family and Consumer Sciences/Human Sciences	MED
21	Technology Education/Industrial Arts	MED
21.01	Technology Education/Industrial Arts Programs	MED
22	Legal Professions and Studies	LOW
23	English Language	MED (optional fee-colleges can change to LOW)
23	Literature/Letters	LOW
24	Liberal Arts and Sciences, General Studies and Humanities	LOW
25	Library Sciences	LOW
26	Biological and Biomedical Sciences	MED
27	Mathematics and Statistics	MED (optional fee-colleges can change to LOW)
28.01	Air Force JROTC/ROTC	LOW
28.03	Army JROTC/ROTC	LOW
28.04	Navy/Marine Corps JROTC/ROTC	LOW
29	Military Technologies	LOW
30	Multi/Interdisciplinary Studies	LOW
31	Parks, Recreation, Leisure and Fitness Studies	LOW (except OUT at HIGH)
32	Basic Skills (ENG & MAT only)	MED (optional fee-colleges can change to LOW)
32	Basic Skills (CCR & MAT only)	HIGH

32	Basic Skills (REA & AAA only)	LOW
32	Basic Skills (AAA only)	LOW
33	Citizenship Activities	LOW
34	Health Related Knowledge Skills	LOW
35	Interpersonal and Social Skills	LOW
36	Leisure and Recreational Activities	LOW
37	Personal Awareness and Self-Improvement	LOW
38	Philosophy and Religious Studies	LOW
39	Theology and Religious Vocations	LOW
40	Physical Sciences	MED
41	Science Technologies/Technicians	HIGH
42	Psychology	LOW
43	Protective Services	HIGH (except Criminal Justice at LOW)
44	Public Administration and Social Service Professions	LOW
45	Social Sciences	LOW
46	Construction Trades	HIGH
47	Mechanic and Repair Technologies/Technicians	HIGH
48	Precision Production	HIGH
49	Transportation and Materials Moving	MED (except for Heavy Equipment and Aviation at HIGH)
50	Visual and Performing Arts	HIGH (except non studio ART courses - they are LOW)
51	Health Professions and Related Clinical Services	HIGH
52	Business, Management, Marketing and Related Support Services	LOW (except SBM, Small Business Management at MED)
54	History	LOW (CCCS CFO approval)
60	Residency Programs	LOW
60.01	Dental Residency Programs	LOW
60.02	Medical Residency Programs	LOW
60.03	Veterinary Residency Programs	LOW

Appendix B – Definition of Terms

Course Specific Facilities Construction: Includes buildings and site improvements, or specific space within a multi-use building (including utilities and transportation infrastructure) as defined in C.R.S. 24-75-301. The determination of whether it is a Course Specific facility or space shall be determined based on the function/purpose of the building or space. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular Course Specific year.

Auxiliary Facility: same meaning as defined in section C.R.S. 23-5-101.5 (2) (a).

CIP Code: A six-digit code assigned by the U.S. Department of Education that identifies a program's field of study (e.g., nursing, business, engineering).

Inflation: The percentage change in the Consumer Price Index (CPI) for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index.

Long-Term Deposits: Non-damage-related deposits that are held for more than one Course Specific term. Does not include short-term damage deposits and dormitory deposits.

Permanent Student Purposes: means student centers, recreation facilities, parking lots, intercollegiate athletics, childcare centers, campus health clinics, contract health services, student government, and similar facilities and services; and includes any general fee, the revenue from which is to be appropriated by student government for a specific purpose.

Appendix C – Student Policy and Procedure Website References

ACC Website: Visit the [Arapahoe Community College admissions page](#) for tuition and fee information.

ACC Student Government Association (SGA): The Student Government Association reviews and approves specific student fees. For more information, visit the [Arapahoe Community College Student Government Association](#) page.

State Board for Community Colleges and Occupational Education (SBCCOE) Policies & System Procedures: Refer to the website for [CCCS Board Policies & System Procedures](#) for complete details.

CCHE Policy VI-PART C: For more information, visit the [Colorado Commission on Higher Education Policies and Procedures](#) for complete policy details.

NCES CIP Codes: For more information about CIP codes, visit the [National Center for Education Statistics](#) website.

State Student Advisory Council (SSAC): The State Student Advisory Council serves as a second-level participation, appeal and complaint process. For more information, visit the [Colorado Community College System SSAC](#) page.

Version Control

Version	Date	Author	Description of Changes
1.0	12/5/2025	Katherine Hartzler	Initial Draft
1.1	12/16/2025	Katherine Hartzler	Meeting with Jenn (Controller) and Mel (Director of Finance and Administrative Services) and incorporated their thoughts mainly on Fee Types.
2.0	6/15/2026	Katherine Hartzler	FINAL draft for submission to CCCS. Incorporated review comments/edits from Director of Marketing, VP Finance and Administrative Services, Dir Finance and Administrative Services. VP Finance and Administrative Services completed review and entered comments on this date.