

# Chapter 6030

## I. DEFINITION

The University Registration Fee is a charge made to each student for services which benefit the student and which are complementary to, but not a part of, the Instruction and Departmental Research Programs.

Included in these services are activities such as intercollegiate athletics, arts and lectures, recreational programs, student services (including health service), and capital improvements which provide extracurricular benefits for students.

## II. POLICY

Effective Fall, 1968, and Fall, 1972, The Regents approved (April 19, 1968 and October 20, 1972) changes relative to the Registration Fee:

### A. Regents' Action 1968

1. That the Student Incidental Fee now required for each student be redesignated the "University Registration Fee."
2. That, beginning with Fall Quarter, 1968, the University Registration Fee be increased by \$27 per quarter for the Fall, Winter, and Spring Quarters, to an amount of \$100 per quarter; an \$81 increase, from \$219 to \$300 for the three-quarter academic year; and be increased by \$7 for each Summer Quarter, beginning 1969, to an amount of \$80 per quarter.
3. That the President be instructed to recommend to The Regents each year a plan for allocation of the proceeds of the University Registration Fee.

### B. Regents' Action 1972

1. That, beginning with the 1973-1974 fiscal year, the use of University Registration Fee income be limited to support of Student Services and facilities;
2. That, to implement this policy during 1973-74,
  - a. Instruction and Departmental Research laboratory costs of \$3.0 million (\$27 per student) and the University Grants-in-Aid program of \$4.5 million (\$40 per student), which are currently financed from University Registration Fee income, be funded instead from Educational Fee income in 1973-74, and
  - b. The programs for Arts and Lectures, Educational Opportunity and Community Services, which are currently financed from \$1.4 million of University Opportunity Funds, and the program for Counseling and Advising Services, which is currently financed from \$3.0 million of Educational Fee income, be funded instead from University Registration Fee income in 1973-74.

Historical background on the University Registration Fee prior to 1972 is set forth in Appendix A.

## III. AUTHORITY

Chancellors are authorized to determine University Registration Fee uses subject to University policy as defined in Sections II and IV.

## IV. USES OF THE UNIVERSITY REGISTRATION FEE

Application of the University Registration Fee to specific activities and services is governed by the following:

- A. Arts and Lectures: Income from University Registration Fees as well as from admission fees and endowment income is assigned to campus Arts and Lectures Programs to assure that students have the opportunity to attend cultural presentations which complement their educational experiences.

- B. Intercollegiate Athletics: Inasmuch as revenue for ticket sales to athletic events is not sufficient to finance the entire Intercollegiate Athletic Program, income from the University Registration Fee is used to help support a broad range of athletic activities and to assure that all students have the opportunity to attend sporting events at reduced admission prices.
- C. Student Services: University policy requires that the University Registration Fee be used together with General and other funds to provide for costs of those services which are primarily basic to academic programs but which contribute, in addition, to the well-being of a major share of the student population. Presently included are Student Services such as Dean of Students, foreign student programs, counseling and public ceremonies. For examples of other services funded from the University Registration Fee, see Appendix B.

Current University policy requires that the University Registration Fee or other restricted fund sources such as user charges and Regents' Funds be the primary funding source for certain student services concerned with student well-being and not related to the instructional programs. Presently included are services such as Arts and Lectures, Community Services, educational placement, Educational Opportunity Program, housing service, health service, recreation, campus publications, disadvantaged student assistance, student and alumni placement, cultural programs, and student activities.

D. Capital Improvement Projects

1. Eligible Projects - University Registration Fees may be used to fund Capital Improvement Projects for non-instructional student services except residential, residential dining, and parking facilities. For each proposed capital improvement which will derive capital support from University Fee income, a separate statement indicating projected operating and maintenance costs of such facility, together with intended funding sources, should be prepared and sent to the University-wide Budget Office. These costs should include Building Maintenance, Custodial Utilities, and Maintenance Administration.
  2. Funding
    - a. Capital Outlay Programs must be approved by The Regents in accordance with By-Laws and Standing Orders of the Regents, Sections 101.1 (d) and 12.4 (c).
    - b. University Registration Fees may be used as one-time appropriations for Capital Improvement Projects.
    - c. University Registration Fees may be used to amortize loans. Normally loans will not be made for minor capital projects.
    - d. Projects may be funded from a combination of a University Registration Fee appropriation and a loan to be repaid from University Registration Fees and/or revenues derived from activities housed in the facility.
    - e. University Registration Fees or other campus resources may be pledged in lieu of activity income scheduled for debt service.
- Each campus has the option of funding preliminary planning and working drawing requirements from reserves or current income. Campuses may also include these funding requirements in a loan that covers preliminary planning, working drawings, construction and equipment. The funding of expenditures for preliminary planning and working drawings of projects which are deferred or discontinued will depend upon the circumstances of such deferral or discontinuance, but normally the campus will be responsible for coverage of the appropriate percentage of such expenditures from University Registration Fee.
3. Transfers of funds between uncompleted projects or the use of funds for purposes other than those specifically authorized by the Regents must be submitted to the Office of the Vice President — planning for review and appropriate action by the President.
  4. Surplus funds available at the completion of a project shall not be transferred to another project without submittal to the Office of the Vice President — Planning for review and appropriate action by the President. Surplus funds which are not authorized for use for

other projects shall be transferred to the campus University Registration Fee reserve account.

5. Project Approval - Approval of Capital Improvement Projects proposed to be funded from the University Registration Fees shall be subject to the policies and procedures issued by the Office of the Vice President — Planning as set forth in Facilities Manual, Sections 5 and 6.

- E. Unexpended or Surplus Funds: Fee income which is not expended in the current year may be transferred to the campus reserve account or be carried forward for use in existing programs.

Subject to restrictions outlined in sections IV.A. through D., and with the Chancellor's approval, unallocated funds from reserves or provisions may be used to augment fee-funded activities for operating purposes. The use of the unallocated funds for eligible Capital Improvement Projects, however, will continue to be subject to approval by The Regents.

#### V. UNIVERSITY REGISTRATION FEE INCOME ESTIMATES

Estimates of University Registration Fee income will be prepared as part of campus submissions of Operating Budget requests, using the schedule format shown in Chapter 3010, Tentative Budget.

#### VI. BUDGET ALLOCATIONS

A preliminary statement of how the campus expects to allocate University Registration Fee income shall be submitted as part of annual Operating Budget requests in accordance with the policy statement set forth under Sections II. and IV. above. Final allocations will be made by the Chancellor at the beginning of the fiscal year. (Formats for the required schedules are shown in Chapter 3010, Tentative Budget.)

#### VII. RESPONSIBILITIES

- A. The Office of the Vice President — Planning (Budget) will prepare budget instructions and issue guidelines for estimating income for allocation of funds from the University Registration Fee. Income estimates and proposed fund allocations submitted by the campuses will be reviewed in connection with annual target budget requests.
- B. The Office of the Vice President — Planning (Physical Planning) will establish guidelines and review all campus proposals for capital projects to be funded from the University Registration Fee. Recommendations on campus proposals will be submitted to the Academic Planning and Program Review Board (APPRB). Projects approved by APPRB will be recommended to the President for submittal to The Regents as part of the Capital Outlay Program.
- C. The Vice President — Educational Relations will recommend guidelines for Student Aid budgets funded from the University Registration Fee. These will include funds for Educational Opportunity Programs.
- D. Chancellors will prepare estimates of income and proposed allocations of the University Registration Fee in accordance with established University policies and guidelines for submission to the Office of the Vice President — Planning in connection with annual Operating and Capital Outlay budget requests.

#### APPENDIX A

##### History of the University Registration Fee

On March 4, 1920, The Regents' Executive Committee met to consider a budget deficit which was foreseen for 1920-21. The Regents were considering new sources of support because Governor Stephens "found it impossible to sign SB 982 appropriating \$500,000 for the general support and maintenance of the University." A reduction in

expenditures was clearly not possible, and a budget deficit of \$284,846 was foreseen. The University Comptroller then recommended "that an Incidental Fee, similar to those charged in addition to tuition fees at many institutions throughout the country, be assessed on each student of the University of California resident at Berkeley in the amount of \$30 per year." This would cover the costs of services furnished by the University in addition to instruction. On July 5, 1921, The Regents approved the Executive Committee's recommendation "That an Incidental Fee of \$25 per semester be levied on each student of the University in attendance at Berkeley, and \$12.50 per semester on each student in attendance at Los Angeles."

#### A. Changes (1921-1947)

During the period from 1921-1940, small increases were made in this fee to finance "increased facilities available to students," to eliminate fees under \$1, fees for gym suits, and to increase gymnasium facilities. In 1939, the Fee at Berkeley was increased by \$1.50 per semester to \$27.50 to provide complete medical services. In 1940, The Regents approved an increase from \$13.50 to \$20 at Davis, to support expanded student health service and increased gymnasium facilities.

Effective July 1, 1947, The Regents decided to eliminate all individual charges for laboratory fees by incorporating them in an Incidental Fee of \$35 per semester for all campuses except Riverside and La Jolla. By 1947, individual laboratory fees had been charged in more than 200 courses on the Berkeley campus. During the mid-forties, the University's enrollment had vastly expanded due to World War II veterans. The individual laboratory fees caused a difficult situation since the Veteran's Administration, in payment of veteran's benefits, required a list of all courses for which a special fee was charged prior to payment of claims submitted by the University.

#### B. Changes (1948-61)

On November 11, 1951, the Regents authorized a small increase from \$35 to \$37 at Berkeley and Los Angeles to provide increased support for Student Counseling Centers. In 1953, the Incidental Fee was made uniform for all campuses at \$42 per semester. Action was based upon the report and recommendations of the Committees of Medical and Health Sciences and Finance, meeting in joint session. The committees indicated "that they favor maintaining a policy of collecting an incidental fee that is (1) adequate to meet the expenditures of non-educational activities; (2) uniform on all campuses; and (3) inclusive of all charges except tuition in certain professional schools, fines and penalties, and charges for special services." During the period 1954-56, the Fee remained at \$42 per semester. Subsequently, in order to meet estimated expenses for student services, The Regents increased the Fee to \$50 per semester in 1957 and to \$60 in 1958.

#### C. Changes (1962-68)

On April 27, 1962, The Regents increased the Fee from \$60 to \$75 per semester, effective Fall, 1962, to cover increased costs of student services, such as student health, recreational facilities, the need to provide additional services and to improve the cultural life of the students. A review of student fees charged by other State universities in the country showed that the University of California's Incidental Fee was still quite low in comparison. In presenting his recommendations for the Fee increase to The Regents' Committee on finance, President Kerr stated:

"Commencing with the 1962-63 fiscal year, all student services and activities supported by the incidental fee will be established on a restricted basis. In addition to providing more adequate budgetary and administrative control, a restricted fund will permit the University to retain excess income from student services and will fulfill the

recommendation of the Master Plan for Higher Education in California, that each institution collect and identify student fees with the services such fees are designed to cover."

The Regents on June 22, 1962, approved allocations to the campuses for (1) funding current operations of existing and proposed new services, such as cultural programs, intercollegiate athletics, recreational use of physical education facilities, and (2) established provisions for the amortization of proposed capital outlay for new student facilities, each such project and its financing to be subject to approval by The Regents.

The above action authorized capital outlay for student facilities financed from Incidental Fee income. As a part of this relatively new use of incidental Fee income was the implicit provision for amortization of capital proposals totaling \$16,588,000.

On July 12, 1963, The Regents approved an increase of the Incidental Fee from \$75 to \$90 per semester. This increase was based on cost studies and analyses which showed the need for additional Fee income. Again on June 19, 1964, The Regents increased the cost to \$110 per semester for the purpose of (1) funding current operations of existing and proposed new services, and (2) establishing additional provisions for the amortization of proposed capital outlay for new student facilities, including student health, recreational and intercollegiate athletic facilities; each capital outlay project and its financing to be subject to individual approval by The Regents. With the University's changeover to the quarter system in 1966-67, the \$110 Fee per semester was changed to \$73 per quarter.

On April 19, 1968, The Regents approved several changes relative to the incidental fee to be effective Fall, 1968. The Regents stated:

1. That the student Incidental Fee now required of each student be redesignated the "University Registration Fee."
2. That, beginning with Fall Quarter, 1968, the University Registration Fee be increased by \$27 per quarter for the Fall, Winter and Spring quarters, to an amount of \$100 per quarter, an \$81 increase, from \$219 to \$300 for the three-quarter academic year; and be increased by \$7 for each summer quarter, beginning 1969, to an amount of \$80 per quarter.
3. That the proceeds of the University Registration Fee be applied as follows:
  - a. To offset or compensate for increases in fees for students in financial need.
  - b. To student services currently paid for by the Incidental Fee, in the amount of \$75 per quarter, an increase of \$2 per quarter in recognition of increasing costs of these services.
  - c. To student services performed by the Dean of Students offices and previously funded by the State in the amount of approximately \$675,000.
  - d. At least \$3,000,000 of the remainder to be used for additional student financial aid for financially underprivileged students; and the balance for more effective administration of the student financial aid program and for pilot programs improved counseling as developed and approved by the President.
4. That the President be instructed to recommend to The Regents each year a plan for allocation of the proceeds of the University Registration Fee.

#### D. Changes (1969-72)

From 1969-72, demands on University Registration Fee income for Student Services and facilities, including inflationary costs had risen considerably in excess of anticipated income. To avoid drastic program reduction in 1973-74, and to alleviate pressure to raise the University Registration Fee, the President recommended to The Regents that the programs funded from University Registration Fee income be limited to Student Services and facilities. Thus, on October 20, 1972, The Regents removed the use of the Registration Fee to cover laboratory costs beginning with the 1973-74 fiscal year. Prior to this time, the Registration Fee included \$27 per headcount student per year as a laboratory charge. The charge was designed to cover, in part, the cost of laboratory supplies, laboratory equipment used for teaching purposes and departmental storeroom personnel. Currently laboratory costs are covered from Educational Fee income.

At the same October meeting, The Regents removed the use of the University Registration Fee to cover the University Grants-in-Aid program. Prior to October, 1972, Chancellors were instructed by the President, effective July 1, 1970, to allocate \$40 per headcount student from campus University Registration Fee income to the University Grants-in-Aid program. This allocation was matched from the University Opportunity Fund, and proposed expenditures above the combined amounts allocated for the Grants-in-Aid program were submitted to the President for his approval. Beginning with the 1973-74 fiscal year, the University Grants-in-Aid program will be funded from educational Fee income.

