

University of California, Berkeley  
**MISCELLANEOUS STUDENT FEES**

The following guidelines are provided as a supplement to the Berkeley Campus Policy and Procedures on Miscellaneous Student Fees (MSF), issued on April 25, 2008.

**TYPES OF FEES AND CHARGES:**

The MSF policy applies to user fees where the primary users are Berkeley students. Unlike Course Materials Fees, Miscellaneous Student Fees are not necessarily tied to a class nor are they necessarily charged to all students in a class. Students are charged only if they use the materials or services.

The following are examples of miscellaneous fees and service charges:

Fee Category	Specific Examples
Administrative service charges	<ul style="list-style-type: none"> <li>▪ Certificate of completion</li> <li>▪ Copies from student files</li> <li>▪ Dean's certification letter</li> <li>▪ Diploma mailing</li> <li>▪ Diploma replacement</li> </ul>
Instruction-related materials and services	<ul style="list-style-type: none"> <li>▪ CPR and first aid</li> <li>▪ Cylinder rental</li> <li>▪ Oxygen administration</li> <li>▪ Specialty certification</li> </ul>
Encourage compliance with administrative rules	<ul style="list-style-type: none"> <li>▪ Late fees (e.g., after deadlines)</li> </ul>
Printer usage	<ul style="list-style-type: none"> <li>▪ Photocopy Charges</li> </ul>
Rental for use of University materials and facilities (some are instruction-related)	<ul style="list-style-type: none"> <li>▪ Computer labs</li> <li>▪ Refundable deposits (e.g., keys, cleaning)</li> <li>▪ Room rental fee (charged to student groups)</li> <li>▪ Studio / shop fees</li> </ul>

**FINANCIAL REPORTING:**

It is the responsibility of the department to maintain detailed records of fee income and expenditures associated with MSF. Departments should be prepared to provide timely and accurate financial information as needed. To aid in accounting, a unique cost center should be established for the posting of all financial transactions related to MSF.

**YEAR-END SURPLUS AND DEFICIT:**

Surpluses and deficits are to be avoided. If any outstanding balances occur at year-end, departments are expected to review their cost basis and submit proposals to revise fee levels as necessary.

**ALLOWABLE AND UNALLOWABLE COSTS:**

- I. Allowable Costs - Cost components that may be included in establishing miscellaneous student fees:
1. Salaries and employee benefits
  2. Supplies and services

3. Costs of leased equipment
4. Amortization cost of inventorial equipment
5. Repairs and maintenance expenses

II. Unallowable Costs – there are two categories of unallowable costs:

1. Cost never allowed:
  - Acquisition cost of inventorial equipment; (Amortization cost is allowed.)
2. Costs not allowed when charging federal funds unless specifically allowed in the awarding documents:
  - Housing and personal expense
  - Bad debts
  - Entertainment
  - Interest expense, including STIP
  - Memberships in civic community or social organizations
  - Alumni activities
  - Donations/contributions

**PROPOSAL DEVELOPMENT CHECKLIST:**

- ✓ Ensure consultation with students and student representative bodies;
- ✓ Obtain appropriate signatures and complete Approval Page (Attachment 1);
- ✓ Complete proposal questionnaire (Attachment 2);
- ✓ Prepare Cost & Rate Calculation Worksheet (Attachment 3)
  - Exclude unallowable expenditures.
  - Include supporting calculations as necessary.
- ✓ Submit complete packet electronically to the Campus Budget Office; Attention: Norma Cho, [ncho@berkeley.edu](mailto:ncho@berkeley.edu)

**REVIEW TIMELINE**

Proposals will be reviewed twice per year and will be due in the Campus Budget Office on March 1<sup>st</sup> for implementation in the Fall Semester and October 1<sup>st</sup> for implementation either in the Spring Semester or Summer Session. The review process will take approximately sixty days and will involve a review by the Campus Budget Office, the Committee on Student Fees (CSF) and the Chancellor's Advisory Committee on Student Services and Fees (CACSSF) before the proposals are submitted to the Chancellor for final approval.