

Fee Proposal Request Form

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form for appropriate fee category, signed by Requestor, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

Fee Category: Category V (Self Support Program Fees)

Request To: Establish a new fee



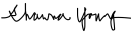


Name of Fee: Belize Archaeology Field School Program Fee

Current Fee: Per

Proposed Fee: \$ 2,400.00 Per Year

Proposed Effective Date: 03/27/2026


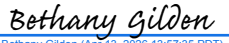
Routing Order: Please fill out the following information and submit to awk71@humboldt.edu for appropriate routing

- | | | | | |
|--------------------|--|--|--------------------|-----------------------|
| 1. Submitted by: | Marissa Ramsier
Dept. Representative Name | 
<u>Marissa Ramsier (Mar 25, 2026 08:53:05 PDT)</u>
Signature | 03/25/2026
Date | 707-826-4948
Phone |
| 2. Approved by: | Jeff Crane
Dean/Director Name | 
Signature | 03/25/2026
Date | 707-826-4491
Phone |
| 3. Approved by: | Shawna Young
Vice President Name | 
Signature | 04/07/2026
Date | 707-826-3780
Phone |
| 4. Reviewed By: | Carla Lohr
Budget Director | 
<u>Carla Lohr (Apr 7, 2026 16:10:14 PDT)</u>
Signature | 04/07/2026
Date | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
SFAC Chair | 
<u>Chrissy Holliday (Apr 8, 2026 08:59:01 PDT)</u>
Signature | 04/08/2026
Date | 707-826-3361
Phone |

Recommended Approval Recommended Approval w/ Modification Recommended Denial

Comments from SFAC (if needed):

Formal SFAC approval not required, but committee had no major concerns

- | | | | | |
|-----------------|---|---|--------------------|-----------------------|
| 6. Approved By: | Michael Fisher
Vice President of Admin Affairs | 
<u>Michael Fisher (Apr 8, 2026 09:45:13 PDT)</u>
Signature | 04/08/2026
Date | 707-826-3351
Phone |
| 7. Approved By: | Richard Carvajal
University President | 
<u>Bethany Gilden (Apr 13, 2026 13:57:35 PDT)</u>
Signature | 04/13/2026
Date | 707-826-3311
Phone |

Recommended Approval Recommended Approval w/ Modification Recommended Denial

Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.

Fees are as low as possible without affecting student experience and program implementation.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

Housing, some meals, excursions, faculty expenses

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

Necessary to cover program costs for the field school to operate.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

Fees are as low as possible without affecting student experience and program implementation.

5. Timeline Information:

Requesting expedited review - program starts mid-May and students cannot pay fees without approval.

Belize Archaeology Field School Program Fee

Current Rate Per

Proposed Rate **\$ 2,400.00** Per Year

NA

Current number of participants

NA

Historical Data

(for fee increase proposal)

Year 1

Year 2

Year 3

2026	2027	2028
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Estimated number of participants that will be assessed this fee

4	4	4
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Prospective Data

(2 years of fee increase; 3 years for a new fee)

2400	2400	2400
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Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.

New Fee Proposal: Enter THREE years of prospective revenue and expenditure data

Fee Revenue Type:

Fees	
Total Revenue	\$ 0.00

\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
\$ 2,400.00	\$ 2,400.00	\$ 2,400.00

Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Insurance (for students)	
Student housing	
Student meals	
Transportation (airport and back)	
Entrance fees to sites	
Laundry	
Facilities rental	
Program labor / guides / logistics	
Program permits	
Program lab support	
Contingency (unexpected things)	
Total Expenditures:	\$ 0.00
Net (Revenue minus Expenditures)	\$ 0.00

\$ 80.00	\$ 80.00	\$ 80.00
\$ 216.00	\$ 216.00	\$ 216.00
\$ 288.00	\$ 288.00	\$ 288.00
\$ 50.00	\$ 50.00	\$ 50.00
\$ 25.00	\$ 25.00	\$ 25.00
\$ 68.00	\$ 68.00	\$ 68.00
\$ 9.00	\$ 9.00	\$ 9.00
\$ 775.00	\$ 775.00	\$ 775.00
\$ 435.00	\$ 435.00	\$ 435.00
\$ 319.00	\$ 319.00	\$ 319.00
\$ 135.00	\$ 135.00	\$ 135.00
\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
\$ 0.00	\$ 0.00	\$ 0.00

Fund

Dept

Program

Class

Project

Please note to the right the chartfield string where the existing revenue fee and actual expenditures are recorded for this program

TL001

D20092

P0163

C1000