

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



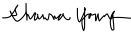


Name of Fee: Costa Rica FLSAP Program Fee

Current Fee: _____ Per _____

Proposed Fee: \$ 2,200.00 Per Semester


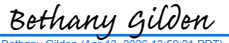
Proposed Effective Date: 05/26/2026

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

- | | | | | |
|--------------------|--|---|-----------------------------------|--------------------------------------|
| 1. Submitted by: | Kerry Gonzales
<small>Dept. Representative Name</small> | 
<small>Signature</small> | 03/25/2026
<small>Date</small> | 707-826-3785
<small>Phone</small> |
| 2. Approved by: | Jeff Crane
<small>Dean/Director Name</small> | 
<small>Signature</small> | 03/25/2026
<small>Date</small> | 707-826-4491
<small>Phone</small> |
| 3. Approved by: | Shawna Young
<small>Vice President Name</small> | 
<small>Signature</small> | 04/07/2026
<small>Date</small> | 707-826-3780
<small>Phone</small> |
| 4. Reviewed By: | Carla Lohr
<small>Budget Director</small> | 
<small>Signature</small> | 04/07/2026
<small>Date</small> | 707-826-4036
<small>Phone</small> |
| 5. Recommended By: | Chrissy Holliday
<small>SFAC Chair</small> | 
<small>Signature</small> | 04/08/2026
<small>Date</small> | 707-826-3361
<small>Phone</small> |

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
<small>Vice President of Admin Affairs</small> | 
<small>Signature</small> | 04/08/2026
<small>Date</small> | 707-826-3351
<small>Phone</small> |
| 7. Approved By: | Richard Carvajal
<small>University President</small> | 
<small>Signature</small> | 04/13/2026
<small>Date</small> | 707-826-3311
<small>Phone</small> |

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 needed to support the program and cannot be lowered without compromising the student experience and program success.

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

Housing, insurance, some meals, entrance fees, bus/boat rentals, logistical administration, honorariums

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

This program fee was previously approved BUT was erroneously approved under Category III fees.

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

This is the exact amount that will be charged to students this year based on a detailed budget.

5. Timeline Information:

Needs to be approved ASAP. We didn't realize this fee hadn't been approved through Category V and the program starts in May.

Costa Rica FLSAP Program Fee

Current Rate

Per

Proposed Rate \$ 2,200.00

Per Semester

Year 1

Year 2

Year 3

Summer 25

Summer 26

Summer 27

Current number of participants

Estimated number of participants that will be assessed this fee

11

15-20

15-20

Historical Data

(for fee increase proposal)

2120

Prospective Data

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

2200

2200

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	\$ 2,120.00
Total Revenue	\$ 2,120.00

\$ 2,200.00	\$ 2,200.00	
\$ 2,200.00	\$ 2,200.00	\$ 0.00

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

Student Housing & Food	\$ 1,040.00
Student Insurance	\$ 60.00
In Country Transportation	\$ 200.00
Entrance Fees	\$ 220.00
Faculty Housing, Food & Transportation	\$ 550.00
Contingency (for unexpected costs)	\$ 50.00

\$ 1,090.00	\$ 1,090.00	
\$ 60.00	\$ 60.00	
\$ 210.00	\$ 210.00	
\$ 220.00	\$ 220.00	
\$ 570.00	\$ 570.00	
\$ 50.00	\$ 50.00	

Total Expenditures:	\$ 2,120.00
Net (Revenue minus Expenditures)	\$ 0.00

\$ 2,200.00	\$ 2,200.00	\$ 0.00
\$ 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

P0123

C1000