

## 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:** Adjust a current fee


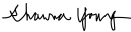


**Name of Fee:** Faculty Led Study Abroad - Leon, Spain

**Current Fee:** \$ 4,120.00 Per Semester

**Proposed Fee:** \$ 4,561.00 Per Semester


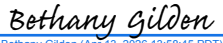
**Proposed Effective Date:** 06/04/2026

**Routing Order:** Please fill out the following information and submit to [awk71@humboldt.edu](mailto:awk71@humboldt.edu) for appropriate routing

1. Submitted by:	<b>Kerry Gonzales</b> Dept. Representative Name		<b>03/25/2026</b> Date	<b>707-826-3785</b> Phone
2. Approved by:	<b>Jeff Crane</b> Dean/Director Name		<b>03/25/2026</b> Date	<b>707-826-4491</b> Phone
3. Approved by:	<b>Shawna Young</b> Vice President Name		<b>04/07/2026</b> Date	<b>707-826-3780</b> Phone
4. Reviewed By:	<b>Carla Lohr</b> Budget Director	 <small>Carla Lohr (Apr 7, 2026 16:09:30 PDT)</small>	<b>04/07/2026</b> Date	<b>707-826-4036</b> Phone
5. Recommended By:	<b>Chrissy Holliday</b> SFAC Chair	 <small>Chrissy Holliday (Apr 8, 2026 08:58:15 PDT)</small>	<b>04/08/2026</b> Date	<b>707-826-3361</b> 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:	<b>Michael Fisher</b> Vice President of Admin Affairs	 <small>Michael Fisher (Apr 8, 2026 09:43:14 PDT)</small>	<b>04/08/2026</b> Date	<b>707-826-3351</b> Phone
7. Approved By:	<b>Richard Carvajal</b> University President	 <small>Bethany Gilden (Apr 13, 2026 13:58:45 PDT)</small>	<b>04/13/2026</b> Date	<b>707-826-3311</b> 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 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, 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.)

This fee has not been updated since 2018 and expenses have increased and need to be reflected accurately.

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

There is a detailed budget showing the exact cost, per student, for this program. Costs have increased since 2018 and the program fee needs to reflect the actual expenses shown in the budget.

5. Timeline Information:

Students will be participating in this program during Summer 2026. Deposits are already being accepted and they will need an accurate program cost ASAP so they can pay it, in full, before they leave in early June.

Faculty Led Study Abroad - Leon, Spain

Current Rate \$ 4,120.00

Per Semester

Proposed Rate \$ 4,561.00

Per Semester

2024

Current number of participants

9

**Historical Data**

(for fee increase proposal)

4120

Year 1

Year 2

Year 3

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

15-20	15-20	
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**Prospective Data**

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

4561	4561	
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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	\$ 4,120.00
<b>Total Revenue</b>	\$ 4,120.00

\$ 4,561.00	\$ 4,561.00	
\$ 4,561.00	\$ 4,561.00	\$ 0.00

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

Insurance (for students)	\$ 140.00
CAHSS Admin Fee	\$ 0.00
Student housing, food	\$ 2,025.00
Faculty housing, food, travel	\$ 450.00
Entrance Fees	\$ 650.00
Academic fees (U. of Leon support, etc.)	\$ 800.00
Contingency	\$ 55.00

\$ 145.00	\$ 145.00	
\$ 50.00	\$ 50.00	
\$ 2,275.00	\$ 2,275.00	
\$ 485.00	\$ 485.00	
\$ 675.00	\$ 675.00	
\$ 875.00	\$ 875.00	
\$ 56.00	\$ 56.00	

<b>Total Expenditures:</b>	\$ 4,120.00
<b>Net (Revenue minus Expenditures)</b>	\$ 0.00

\$ 4,561.00	\$ 4,561.00	\$ 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

P0167

C1000