

## 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 IV (Misc. Campus Fees)

**Request To:** Adjust a current fee






**Name of Fee:** Scuba Rental

**Current Fee:** \$ 65.00 Per Semester

**Proposed Fee:** \$ 110.00 Per Semester

**Proposed Effective Date:** 08/17/2026



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

1. Submitted by:	Richard Alvarez Dept. Representative Name		04/17/2026	Phone
		Signature	Date	
2. Approved by:	Justus Ortega Dean/Director Name		04/17/2026	Phone
		Signature	Date	
3. Approved by:	Shawna Young Vice President Name		04/20/2026	Phone
		Signature	Date	
4. Reviewed By:	Carla Lohr Budget Director	 <small>Carla Lohr (Apr 27, 2026 14:57:30 PDT)</small>	04/27/2026	707-826-4036 Phone
		Signature	Date	Phone
5. Recommended By:	Chrissy Holliday SFAC Chair	 <small>Chrissy Holliday (Apr 28, 2026 10:06:38 PDT)</small>	04/28/2026	707-826-3361 Phone
		Signature	Date	Phone

Recommended Approval     Recommended Approval w/ Modification     Recommended Denial

Comments from SFAC (if needed):

SFAC approval not required, but received info; no concerns

6. Approved By:	Michael Fisher Vice President of Admin Affairs	 <small>Michael Fisher (Apr 28, 2026 11:24:27 PDT)</small>	04/28/2026	707-826-3351 Phone
		Signature	Date	Phone
7. Approved By:	Richard Carvajal University President	 <small>Richard Carvajal (Apr 28, 2026 15:02:22 PDT)</small>	04/28/2026	707-826-3311 Phone
		Signature	Date	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.

The Scuba Rental Fee has not been increased since 1999. It is necessary to charge this fee in order to maintain the SCUBA equipment used in the diving courses, and scientific research conducted by the university. Some students have and use their own equipment and therefore this fee is not mandatory for all students to pay as part of the scuba courses.

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

The primary use of this fee is to cover annual maintenance costs for scuba gear owned by the university, and to replace lost, destroyed, or worn out equipment. It also provides funding to maintain required testing of equipment and mandatory filtration cycles for scuba breathing air compressors.

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 increased since 1999. Inflation costs have not been matched as prices have risen for required repair kits and testing costs. The university has also increased the number of compressors and overall equipment to service the needs of the scuba courses and research diving activities, which requires an increase in fees to meet the demand.

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

If a student were to rent the equipment from a local vendor they would pay \$65 per day of use. With an average of 14 days worth of training, the cost per student to rent outside the university would run \$910 per semester. The fee increase is designed to meet the program needs without creating an undue burden on students.

5. Timeline Information:

Ideally this increase would be implemented in Fall of 2026 in order to allow for continued maintenance of equipment.

## Scuba Rental

Current Rate \$ 65.00 Per Semester

Proposed Rate \$ 110.00 Per Semester



Optional budget attachment

Current number of participants

Year 1 Year 2 Year 3

Estimated number of participants that will be assessed this fee

### Historical Data

(for fee increase proposal)

### Prospective Data

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

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:

Scuba Rental Fee	\$ 3,900.00
<b>Total Revenue</b>	<b>\$ 3,900.00</b>

\$ 6,600.00	\$ 6,600.00	
\$ 6,600.00	\$ 6,600.00	\$ 0.00

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

Eureka Oxygen (hydrotests & oxygen refills)	\$ 1,500.00
A+ Marine (equipment maintenance)	\$ 1,500.00
AAUS Annual Organization Membership	\$ 1,200.00
Huish Outdoors (equipment maintenance service kits)	
Cylinder Training Service	\$ 1,500.00
Huish Outdoors (service courses)	\$ 600.00
Air Filtration for Scuba Compressor KA122	
Air Filtration for mobile Compressor	
Air purity test kits for compressors	

\$ 1,500.00	\$ 1,500.00	
\$ 1,500.00	\$ 1,500.00	
\$ 1,200.00	\$ 1,200.00	
\$ 1,490.00	\$ 1,490.00	
\$ 198.00	\$ 198.00	
\$ 138.00	\$ 138.00	
\$ 400.00	\$ 400.00	

<b>Total Expenditures:</b>	<b>\$ 6,300.00</b>
<b>Net (Revenue minus Expenditures)</b>	<b>-\$ 2,400.00</b>

\$ 6,426.00	\$ 6,426.00	\$ 0.00
\$ 174.00	\$ 174.00	\$ 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

HM500

D20064

RS023

**RS023 - MSF-SCUBA GEAR RENTL**

Actuals 2024-25

04.27.26 YTD Actuals 2025-26

	<b>Actuals 2024</b>	<b>YTD Actuals 2025</b>
<b>Revenues</b>		
501112 - NON MANDATORY IV FEES	\$ (5,624)	\$ (5,523)
50 - Revenues Total	<u>(5,624)</u>	<u>(5,523)</u>
<b>Expenditures</b>		
619001 - EQUIPMENT	402	-
660003 - SUPPLIES AND SERVICES	4,060	2,552
660009 - TRAINING AND PROF DEVELOPMENT	750	2,085
660807 - MEMBERSHIPS	1,100	-
660932 - OE-UNALLOCATED O.E.+E.	-	-
<b>60 - Expenditures Total</b>	<u>\$ 6,312</u>	<u>\$ 4,637</u>
<b>RS023 - MSF-SCUBA GEAR RENTL Net Surplus/(Deficit)</b>	<b>\$ 688</b>	<b>\$ (886)</b>