

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: International Student Health Insurance Fee

Current Fee: Per

Proposed Fee: \$ 1,000.00 Per Semester

Proposed Effective Date: 08/01/2026



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

- | | | | | |
|--------------------|---|---|---------------------------|------------------------------|
| 1. Submitted by: | Andrew Kime
Dept. Representative Name | 
Signature | 05/01/2026
Date | Phone |
| 2. Approved by: | Sarah Long
Dean/Director Name | 
Signature | 05/06/2026
Date | Phone |
| 3. Approved by: | Michael Fisher
Vice President Name | 
Michael Fisher (May 6, 2026 08:07:21 PDT)
Signature | 05/06/2026
Date | Phone |
| 4. Reviewed By: | Carla Lohr
Budget Director | 
Carla Lohr (May 6, 2026 08:09:20 PDT)
Signature | 05/06/2026
Date | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
SFAC Chair | 
Chrissy Holliday (May 6, 2026 08:47:26 PDT)
Signature | 05/06/2026
Date | 707-826-3361
Phone |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from SFAC (if needed):

Not presented to SFAC, as not required for review

- | | | | | |
|-----------------|--|---|---------------------------|------------------------------|
| 6. Approved By: | Michael Fisher
Vice President of Admin Affairs | 
Michael Fisher (May 6, 2026 08:07:21 PDT)
Signature | 05/06/2026
Date | 707-826-3351
Phone |
| 7. Approved By: | Richard Carvajal
University President | 
Richard Carvajal (May 6, 2026 13:39:00 PDT)
Signature | 05/06/2026
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.

This fee is designated for incoming exchange students and provides them with health insurance. This fee is reliant on current insurance rates and is a direct cost to the student.

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

The only expenditures for this fee is the direct insurance cost to the university and is charged to the student

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

We do not currently have a fee approval for this rate due to the direct insurance cost passed over to the student. Due to accounting practices, we must change the way this fee is recorded and thus establish it as a category IV fee

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

Establishing the fee at a maximum rate of \$1,000 allows for the changes in insurance rates from year to year, without the need for a new fee request each year. That being said, the rate is usually less than \$1,000 per semester per student (currently \$698 for the Spring 2026 term)

5. Timeline Information:

