

# MINES FEES AND CHARGES

## TEMPLATE GUIDE



The Budget Office requests changes to fees and charges for the 2025-2026 academic year, which include new fees, rate adjustments, and eliminating current fees. Changes are due **January 31, 2025** in the [Fees and Charges Template](#).

1. **Work with your department's leadership** to address any new or changed fees prior to editing the Fees and Charges Template.
  - o **Get final approval** from your department's executive leadership on any changes.
2. **Open the template**- you will have access if you are logged in through your Mines account. If you don't have access, please request access on the next page, and the Budget team will review it as soon as possible.
3. Editing an **existing fee**? Fill in the following information on the first tab (you can use the filters on the left for ease) and ensure each line is accurate:
  - o Name and email of department head, division director, or yourself
  - o Proposed AY26 fee rate
  - o Anticipated number of students subject to the fee (headcount, enrollment, etc.). Contact your Budget representative if you are unsure how to estimate this number.
  - o Provide a detailed explanation of the expenses these additional funds will support. Include information about prior year changes that are influencing a new rate and the impact on any student success support.
  - o The template will autosave

35	Technology Fee
36	Student Health Insurance Plan Annual (8/1/24 - 7/31/25)
37	Student Health Insurance Plan Fall (8/1/24-1/31/25)
38	Student Health Insurance Plan Spring (Cont. Students) (2/1/25-7/31/25)
39	Student Health Insurance Plan Spring (New Students) (1/1/25 - 7/31/25)
40	Student Health Insurance Plan Summer (5/13/25-7/31/25)
41	Student Health Insurance Plan Annual (8/1/24 - 7/31/25)
42	Student Health Insurance Plan Fall (8/1/24-1/31/25)
43	Student Health Insurance Plan Spring (Cont. Students) (2/1/25-7/31/25)
44	Student Health Insurance Plan Spring (New Students) (1/1/25 - 7/31/25)

> Existing Fees New Fee +

Workbook Statistics

4. Submitting a **new fee**? Fill in the following information on the second tab:

- Name and email of department head, division director, or yourself
- Proposed AY26 fee rate
- Anticipated number of students subject to the fee (headcount, enrollment, etc.). Contact your Budget representative if you are unsure how to estimate this number.
- Provide a detailed explanation of the expenses these additional funds will support. Include information about prior year changes that are influencing a new rate and the impact on any student success support.
- The template will autosave

Fee Revenue	Rationale for Request*
84,000.00	In the rationale for the request, provide a detailed explanation of the expenses these additional funds will support and the impact on any student success support.
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-	This is a new (variable/trip based) fee request. The cost of running a graduate student field trip is very high, commonly up to \$30,000 (e.g. Japan in 2023) as it involves travel, hotels etc. This fee will be trip based as the trip destination varies from year to year. Students will be given a detailed accounting of costs and are involved in the planning of the trip. Students are engaged in fund-raising and

5. The Budget team will **collect your fees and charges information**, summarize it, and send through an **approval process**.

- Budget sends for final approval through executive leadership.
- Budget sends for approval through Budget Committee and Board of Trustees for final approval.

6. Once approved, the Budget team will send the approved fees and charges packet via email and [post publicly](#).

## Timeline

- **December 2024**
  - Departments can provide AY2025-2026 fees and charges information.
  - Departments are responsible for communicating fees and charges submissions through their organizational leadership.
- **January 31, 2025**
  - All proposed fees and charges for AY2025-2026 must be entered on the template.
- **February 3-14, 2025**
  - Budget will summarize fees and charges for executive leader review.
- **February 17- March 7, 2025**
  - Executive leader review and approval.
  - Mandatory Student Fees will go through a student government review process with any needed approvals for rate increases above CPI + 1%
- **March 2025**
  - University Budget Committee reviews proposed fees and charges.
- **Late Spring 2025**
  - The Board of Trustees approves fees and reviews charges.

Contact [budget@mines.edu](mailto:budget@mines.edu) for any questions.

