



**BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA**

CHANCELLOR HENRY M. HUCKABY  
270 WASHINGTON STREET, S.W.  
ATLANTA, GEORGIA 30334

PHONE: (404) 962-3000  
FAX: (404) 657-6979  
EMAIL: CHANCELLOR@USG.EDU

October 10, 2014

Presidents of the  
University System of Georgia  
270 Washington Street  
Atlanta, Georgia 30334

Dear Presidents,

As you begin preparing your fee requests for fiscal year 2016, remember that maintaining affordable tuition and fees continues to remain one of the highest priorities of the University System of Georgia. Affordability of a college education is critical to ensuring that current and future generations of students continue to enjoy access to public higher education, acquire college degrees, and are not deterred from this pursuit due to cost.

In the spirit of affordability, the System Office and the Board of Regents will not consider requests for new fees or fee increases for FY 2016. The only exceptions are as follows:

1. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects. However, before requesting an increase you should:
  - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
  - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
  - c. determine the availability of reserves to sustain project; and
  - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
2. Prior commitments of multi-year fee plans.

Mandatory fee requests that do not meet either of these conditions must be submitted in writing to John Brown to be considered. The write-up must demonstrate efforts to minimize the impact on students by including a detailed analysis presenting the business need for the increase, demonstrating efforts of expenditure reduction and/or efforts to increase fund-raising.

All templates and supporting documentation must be submitted by the established due date. Submissions, along with significant amendments thereto, received after the due date will not be considered. Detailed instructions and templates will be provided by the Office of Fiscal Affairs under separate cover.

Thank you for your leadership as we strive to create a more educated Georgia.

Sincerely,

Henry M. Huckaby

cc: Chief Business Officers  
Chief Academic Officers