

**Mandatory Fee Request Form**  
Fiscal Year 2019

Institution Name: Georgia Institute of Technology  
Preparer/Contact Information:

**Section I**

<b>Name of Fee:</b>	Health Fee - Spring/Fall	<b>PPV Fee?</b>	No
<b>Type of Fee:</b>	Health	<b>If PPV, Project code(s) &amp; Project name(s):</b>	N/A
<b>New fee or existing fee?</b>	Existing	<b>Department Code(s):</b>	548
<b>Fund Code:</b>	12240	<b>Revenue Account Code(s):</b>	406100, 406104, 406106, 406107, 406108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 165	\$ 9	\$ 174	5.5%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 7,544,659	48,628	\$ 412,205	\$ 7,970,012

**What is the purpose/use of this fee? Has the purpose of the fee changes since last fiscal year?** (You should be as detailed as possible. Attach additional documentation as necessary)

Please see attached narrative

**How will the incremental revenue be used?** (You should be as *specific* as possible. Attach additional documentation as necessary)

Please see attached narrative

**Section II**

**Financial Data:** Please complete the Financial Data Sheets and the Detail of Revenue Sheets for this Fee. The financial data must be completed even if no fee increase is being requested. (Total Revenues and Total Expenditures will update automatically when Financial Data sheet is completed)

As of June 30, 2017	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 10,409,648.00	\$ 10,091,518.00	97%

Provide explanation if % of revenue expended is less than 80% OR greater than 100%

**Available Fund Balance Information as of June 30, 2016**

\$ 2,171,638.00	Fund Balance per General Ledger
\$ 69,738.00	Encumbered funds as of June 30, 2017
\$ 1,399,677.00	Reserved for Renewals and Replacements as of June 30, 2017
\$ 702,223.00	Available Fund Balance as of June 30, 2017 <i>(Negative amount represents a deficit)</i>

**Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:**

Planned uses include IT upgrades and replacements, medical and radiology equipment replacement totaling more than \$1M between FY2018 and FY2027.

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**Section III**

**Questions and Answers:**

(1) Is this fee required for all students regardless of the number of credit hours taken, method of delivery (i.e. distance learning), military status, etc.? **If no, list the exceptions and explain below.** No

The Health Fee is required of students taking four (4) or more credit hours.

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? **If no, explain below.** Yes

(2a) Please provide the following details on exemptions/waivers:

	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of Exemptions/Waivers				
Amount				

(3) Is this fee being used to cover employee travel? **If yes, explain below.** Yes

All Stamps Health Services expenses are covered by revenue. The fee is use to cover dues, registration, travel and professional development

4) What positions, if any, are being funded through this fee? Please list the positions. Were any of these positions added in FY 2018? All Stamps Health Services positions are funded by the Health Fee. The Health fee also supports 6.5 FTEs in Health Initiatives. Yes added FY18 a percentage of the Executive Director of Health & Well Being salary.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? **If yes, explain below.** Yes

The Health fee remained unchanged from Fiscal years 2014 through 2017 in response to letters from the Board of Regents. The most recent fee increase granted in FY2018 added 3 FTEs for expansion of services. Future fee requests are anticipated to cover additional expansions and to advance programming.

(6) Does this fee support any type of debt service? **If yes, explain below in detail.** No

(7) Other than the student fee committee, what percentage of the student body was made aware of the proposed fee increase? How was the student body at large informed and/or engaged in the process (i.e. town hall meetings, online surveys, etc). Please explain and/or attach appropriate documentation. Were these actions taken before or after the student committee vote?

Health Services provides financial and operational information to the Student Health Advisory Committee (SHAC) in support of a fee request. When the fee request is approved by the SHAC, budget planning continues in preparation for the first MSFAC meeting. The Health fee request is also posted at www.health.gatech.edu in November. At various touchpoints, students are actively engaged in the fee conversation.

(8) Please **list and submit** all reports/documents that were provided to the student fee committee prior to the committee vote (i.e. detailed budget reports, prior year revenue, expenditures and reserves, presentations, etc.) **along with meeting minutes.**

The MSFAC receives documentation of what the health fee covers, budget spreadsheets, and narrative explanations along with any additional documentation.

**(9) Only complete this section if an increase is being requested.**

In the Chancellor's letter regarding student fees, dated 8/25/17, he stated that fee increase requests will only be considered if:

- (1) the fee increases is supported by a detailed business case. or
- (2) the fee supports a PPV at risk of falling into deficit, or
- (3) represents a prior commitment to a multi-year fee plan, or
- (4) reallocation of existing fees, on a case by case basis.

Which of these scenarios is applicable for this increase? Why is a fee increase critical to the success of the activities described in this template? What would be the effects of the fee remaining flat?

The narrative should reference the auxiliary 5-year business plans whenever possible for justification.

The current Business Plan indicates Health Services (includes Health Initiatives) will use its reserve funds to cover deficits in operational expenses. The use of reserve funds as a short term strategy is feasible but because deficits are projected for each of the next 5 fiscal years, Health Services must develop a long term plan to increase revenue. Since our major source of revenue is the Health Fee, increases to the fee are needed to sustain high levels of service, acquire leading technologies and advance programming, all of which include increases in operating expenses. An increase in fee is needed to cover the expansion of critical health services and health initiatives.

**Mandatory Fee**  
Fiscal Year 2019

**Financial Data**  
Health Fee

Institution: Georgia Institute of Technology

	Actuals Ledger			True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection
	FY 2015	FY 2016	FY 2017	FY 2018 Current Projections	FY 2019 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2019 Proposed Budget w/ Fee Increase
	Actual	Actual	Actual				
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	\$6,951,845	\$7,064,251	\$7,236,765	\$7,544,659	\$7,557,807	\$412,205	\$7,970,012
Non-Mandatory Student Fees (List out):							0
<i>Sales &amp; Services</i>							0
Clinic & Pharmacy	1,911,836	2,323,753	3,039,421	2,370,229	3,100,209		3,100,209
Psychiatry Clinic	46,333	69,678	70,048	71,072	72,493		72,493
Dental Space Lease	42,468	46,248	45,941	47,173	48,116		48,116
<i>Miscellaneous Revenues</i>							0
Gifts							0
Other Miscellaneous Revenues (List out):							0
Interest	16,932	7,816	17,473	207,972	217,822		217,822
<b>Total Revenue</b>	<b>\$ 8,969,414</b>	<b>\$ 9,511,746</b>	<b>\$ 10,409,648</b>	<b>\$ 10,241,105</b>	<b>\$ 10,996,447</b>	<b>\$ 412,205</b>	<b>\$ 11,408,652</b>
<b>Expenditures</b>							
<i>Personal Services</i>							
Salaries - Faculty/Staff	4,608,779	4,733,018	5,016,567	5,542,722	5,418,388	317,081	5,735,469
Salaries - Students	6,553	8,452	20,347	23,894			0
Fringe Benefits	1,325,914	1,373,404	1,386,368	1,535,723	1,625,517	95,124	1,720,640
Plant Allocations							
<i>Travel</i>							
Travel - Employee	24,445	33,281	26,847	34,914	35,612		35,612
Travel - Non-Employee							0
<i>Operating Supplies and Expenses</i>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	1,176,996	1,626,323	2,140,909	1,900,320	2,307,676		2,307,676
Repairs and Maintenance	103,165	71,883	85,712	73,322	104,273		104,273
Utilities	115,519	108,169	93,308	123,170	97,973		97,973
Rental Payments (Non-Real Estate)	14,625	5,534	9,403	16,000	10,000		10,000
Insurance	5,976	6,006	6,006	7,500	6,006		6,006
Software	281	371	621	3,000	1,000		1,000
Equipment (Small Value)	11,790	3,526	4,340	10,000	4,679		4,679
Real Estate/Authority Lease Rental							0
Per Diems & Fees	303,249	302,238	361,448	279,580	376,051		376,051
Contracted Services	91,951	78,074	72,890	46,500	75,059		75,059
Telecommunications	49,189	49,100	52,466	53,798	54,874		54,874
Scholarships							0
Other Operating Expenses	742,229	813,533	812,196	858,977	887,208		887,208
Plant Allocations							0
<i>Equipment/Capital Outlay</i>							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase	-3,284	1,438	2,090				0
Building and Facilities Renovation & Improvement							0
<b>Total Expenditures</b>	<b>\$ 8,577,377</b>	<b>\$ 9,214,350</b>	<b>\$ 10,091,518</b>	<b>\$ 10,509,420</b>	<b>\$ 11,004,316</b>	<b>\$ 412,205</b>	<b>\$ 11,416,520</b>
<b>Depreciation &amp; Encumbrances</b>	<b>\$ (326,893)</b>	<b>\$ (331,722)</b>	<b>\$ (341,215)</b>	<b>\$ (305,135)</b>	<b>\$ (299,666)</b>	<b>\$ -</b>	<b>\$ (299,666)</b>
<b>Surplus (Deficit)</b>	<b>\$ 65,144</b>	<b>\$ (34,326)</b>	<b>\$ (23,085)</b>	<b>\$ (573,450)</b>	<b>\$ (307,535)</b>	<b>\$ -</b>	<b>\$ (307,535)</b>
<b>Cumulative Fund Balance</b>	<b>\$ 3,406,623</b>	<b>\$ 1,182,156</b>	<b>\$ 702,223</b>	<b>\$ 128,773</b>	<b>\$ (178,762)</b>		<b>\$ (178,762)</b>
<b>% of Revenue Expended</b>	<b>95.63%</b>	<b>96.87%</b>	<b>96.94%</b>	<b>102.62%</b>	<b>100.07%</b>	<b>100.00%</b>	<b>100.07%</b>

**NOTES:**

- (A, B, C) The actual data for FY 2015, FY 2016 and FY2017 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (D) FY 2018 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (E) FY 2019 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (F) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (G) FY 2019 Proposed Budget will be the sum of FY 2019 Projected Budget w/o Fee Increase plus Rate Increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**

## Mandatory Fee

Fiscal Year 2019

### Detail of Revenue Projection

Health Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A			B		C	D = A x C	E	F = C x E
	FY 2016 Actual Rate	FY 2017 Actual Rate	FY 2018 Current Rate	FY 2018 Number of Participants	FY 2019 Number of Participants	Projected FY 2019 Revenue with Current Rate	FY 2019 Proposed Rate	Projected FY 2019 Revenue with Proposed Rate	
<b>Fall Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	160	160	165	82	83	\$ 13,695	\$ 174	\$ 14,442	
5-8 credit hours	160	160	165	884	893	\$ 147,345	\$ 174	\$ 155,382	
9-12 credit hours	160	160	165	5,023	5,073	\$ 837,045	\$ 174	\$ 882,702	
Full-time	160	160	165	15,321	15,474	\$ 2,553,210	\$ 174	\$ 2,692,476	
Language Institute	80	80	83	649	655	\$ 54,365	\$ 88	\$ 57,313	
<b>Fall Semester Total</b>				21,959	22,178	3,605,660		3,802,315	
<b>Spring Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	160	160	165	74	74	\$ 12,210	\$ 174	\$ 12,876	
5-8 credit hours	160	160	165	795	803	\$ 132,495	\$ 174	\$ 139,722	
9-12 credit hours	160	160	165	4,515	4,560	\$ 752,400	\$ 174	\$ 793,440	
Full-time	160	160	165	13,772	13,910	\$ 2,295,150	\$ 174	\$ 2,420,340	
Language Institute	80	80	83	615	621	\$ 51,543	\$ 88	\$ 54,338	
<b>Spring Semester Total</b>				19,771	19,968	3,243,798		3,420,716	
<b>Summer Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	107	107	110	147	148	\$ 16,280	\$ 116	\$ 17,168	
5-8 credit hours	107	107	110	2,448	2,472	\$ 271,920	\$ 116	\$ 286,752	
9-12 credit hours	107	107	110	1,395	1,409	\$ 154,990	\$ 116	\$ 163,444	
Full-time	107	107	110	2,257	2,280	\$ 250,800	\$ 116	\$ 264,480	
Language Institute	80	80	83	171	173	\$ 14,359	\$ 88	\$ 15,138	
<b>Summer Semester Total</b>				6,418	6,482	708,349		746,982	
<b>Fiscal Year Total</b>				<b>48,148</b>	<b>48,628</b>	<b>7,557,807</b>		<b>7,970,012</b>	

**NOTES:**

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).

(2) Language Institute has been added to total number of participants.