

**Mandatory Fee Request Form**  
Fiscal Year 2019

**Institution Name:** Georgia Institute of Technology  
**Preparer/Contact Information:** Daphne Bronner/404-385-4393 & Michael Cox / 404-894-4649

**Section I**

<b>Name of Fee:</b>	Technology Fee	<b>PPV Fee?</b>	No
<b>Type of Fee:</b>	Technology	<b>If PPV, Project code(s) &amp; Project name(s):</b>	No
<b>New fee or existing fee?</b>	Existing	<b>Department Code(s):</b>	
<b>Fund Code:</b>	12250	<b>Revenue Account Code(s):</b>	403100-403119

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 107	\$ -	\$ 107	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 6,921,439	49,294	\$ -	\$ 5,274,458

**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)

See Attached Documentation

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

**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
	\$ 6,537,322.00	\$ 5,517,310.00	84%

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

**Available Fund Balance Information as of June 30, 2017**

\$ 2,183,164.62	Fund Balance per General Ledger
\$ 1,549,996.00	Encumbered funds as of June 30, 2017
\$ -	Reserved for Renewals and Replacements as of June 30, 2017
\$ 633,168.62	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:

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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. Yes

(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
<b># of Exemptions/Waivers</b>				
<b>Amount</b>				

(3) Is this fee being used to cover employee travel? If yes, explain below. No

4) What positions, if any, are being funded through this fee? Please list the positions. Were any of these positions added in FY 2018?

(5) Are significant changes to the fee amount anticipated within the next three (3) years? If yes, explain below. No

(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?

Fees are documented along with tuition through the Bursar's office.

(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 committee was provided with this form detailing current and projected revenues and expenses.

**(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.

**Mandatory Fee**  
Fiscal Year 2019

**Financial Data**  
**Technology**  
(Insert Fee Name)

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>	5,797,079	\$6,106,821	\$6,537,322	\$6,921,439	\$5,274,458	\$0	\$5,274,458
Non-Mandatory Student Fees (List out):				123,561			0
<i>Sales &amp; Services</i>							
Fines							0
Housing Rental Income							0
Other Rental Income							0
Meal Plan Sales							0
Other Food Service Sales							0
Athletic Ticket Sales							0
Game Guarantees							0
Athletic Camps							0
Other Athletic Revenue							0
Health Services							0
Non-Student Parking & Transportation							0
Advertising Revenue							0
Commissions							0
Bookstore & Gift shop Sales							0
Other Sales & Services							0
<i>Miscellaneous Revenues</i>							
Gifts							0
Other Miscellaneous Revenues (List out):							0
<b>Total Revenue</b>	<b>\$ 5,797,079</b>	<b>\$ 6,106,821</b>	<b>\$ 6,537,322</b>	<b>\$ 7,045,000</b>	<b>\$ 5,274,458</b>	<b>\$ -</b>	<b>\$ 5,274,458</b>
<b>Expenditures</b>							
<i>Personal Services</i>							
Salaries - Faculty/Staff							0
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
<i>Travel</i>							
Travel - Employee							0
Travel - Non-Employee							0
<i>Operating Supplies and Expenses</i>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	1,393,869	1,078,835	1,610,100	7,005,000	4,814,458		4,814,458
Repairs and Maintenance	15,345	12,575	29,605				0
Utilities							0
Rental Payments (Non-Real Estate)							0
Equipment less than 3k		2,943					0
Software	1,047,720	753,278	907,858				0
Equipment Non-Capitalized	407,704	216,473	278,209				0
Equipment Lease		5,229	15,825				0
OIT Printing and Copying Services	376,304	365,658	350,801	460,000	460,000		460,000
Subscriptions	238,918	191,532	222,245				0
Telecommunications	2,246						0
Contracted Services	215,255	605,152	330,578				0
Other Operating Expenses		6,489	159,762				0
Computer Internet Charges	19,006	19,006					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	1,456,440	854,863	1,612,327				0
Building and Facilities Renovation & Improvement							0
<b>Total Expenditures</b>	<b>\$ 5,172,807</b>	<b>\$ 4,112,033</b>	<b>\$ 5,517,310</b>	<b>\$ 7,465,000</b>	<b>\$ 5,274,458</b>	<b>\$ -</b>	<b>\$ 5,274,458</b>
<b>Encumbrances</b>	<b>\$ 882,492</b>	<b>\$ 1,610,882</b>	<b>\$ 1,549,996</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus (Deficit)</b>	<b>\$ (258,220)</b>	<b>\$ 383,906</b>	<b>\$ (529,984)</b>	<b>\$ (420,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cumulative Fund Balance</b>	<b>\$ 758,855</b>	<b>\$ 1,017,075</b>	<b>\$ 633,169</b>	<b>\$ 213,169</b>	<b>\$ 213,169</b>	<b>\$ -</b>	<b>\$ 213,169</b>
<b>% of Revenue Expended</b>	<b>89.23%</b>	<b>67.34%</b>	<b>84.40%</b>	<b>105.96%</b>	<b>100.00%</b>	<b>#DIV/0!</b>	<b>100.00%</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

Technology

(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	107	107	107	605	611		\$ 65,377	107			\$ 65,377	
5-8 credit hours	107	107	107	887	896		\$ 95,872	107			\$ 95,872	
9-12 credit hours	107	107	107	5,029	5,079		\$ 543,453	107			\$ 543,453	
Full-time	107	107	107	15,326	15,479		\$ 1,656,253	107			\$ 1,656,253	
<b>Fall Semester Total</b>				21,847	22,065		2,360,955				2,360,955	
<b>Spring Semester</b>												
Dual Enrolled							\$ -				\$ -	
0-4 credit hours	107	107	107	557	563		\$ 60,241	107			\$ 60,241	
5-8 credit hours	107	107	107	816	824		\$ 88,168	107			\$ 88,168	
9-12 credit hours	107	107	107	4,627	4,673		\$ 500,011	107			\$ 500,011	
Full-time	107	107	107	14,100	14,241		\$ 1,523,787	107			\$ 1,523,787	
<b>Spring Semester Total</b>				20,100	20,301		2,172,207				2,172,207	
<b>Summer Semester</b>												
Dual Enrolled							\$ -				\$ -	
0-4 credit hours	107	107	107	755	763		\$ 81,641	107			\$ 81,641	
5-8 credit hours	107	107	107	2,451	2,476		\$ 264,932	107			\$ 264,932	
9-12 credit hours	107	107	107	1,395	1,409		\$ 150,763	107			\$ 150,763	
Full-time	107	107	107	2,257	2,280		\$ 243,960	107			\$ 243,960	
<b>Summer Semester Total</b>				6,858	6,928		741,296				741,296	
<b>Fiscal Year Total</b>				<b>48,805</b>	<b>49,294</b>		<b>5,274,458</b>				<b>5,274,458</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).