November 16, 2022

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

Dear Presidents,

Student fees, while supporting a wide-ranging set of services and activities at our institutions, continue to constitute a significant portion of the overall costs of attending college. It is important for us to continue to look for opportunities to maintain student affordability and transparency of these charges.

This letter is intended to outline the expectations for any Fiscal Year 2024 fee requests you might propose:

1. Any requests to add new fees or increase existing fees must be provided with a clear and compelling business case that demonstrates a need for the new funds to continue existing operations. Any such analysis should address the strategic use of current reserves, along with revenue generated by the fee.
2. The addition of new fees continues to be discouraged unless there is a critical institutional need, evidence of significant student support and a clear programmatic benefit to students.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects will be considered. A detailed business case and analysis must be presented along with the fee request. Any such business case must be reviewed with the University System Office PPV Finance team prior to submission.

All elective fees should be reviewed with a focus on affordability. Please consider ways to eliminate or reduce course fees where possible. Refrain from creating any new elective fees unless there is a **critical business reason** for doing so.

Your student fee committees should be engaged for advice and counsel while planning the Fiscal Year 2024 budget for all fees, including those fees without a requested rate change. Recall that several policy revisions were implemented during the May 2022 board meeting, and in subsequent Business Procedures Manual revisions, that impact how your student fee committees are constituted and how any new fee requests need to be handled. Specifically, these changes require:

- A single fee committee per institution
- Two-year terms for committee members, where possible
- Committees must include broad representation and are to include at least one part-time student, one fully online student and one graduate student, if applicable.
- Committee nominations may come from Undergraduate SGA, Graduate SGA (if applicable) and the Administration. A majority of student members must be nominated by student government.
- Institutions must document that a campus wide fee education and outreach program has taken place prior to fee committee meetings to increase transparency and awareness of the fee setting process.
- Any proposals for new fees or for increasing any existing individual fee by 20% or more will require the institution to conduct a campus wide student referendum in which a majority votes cast must be in favor of the fee increase. This requirement is waived for proposed increases required for debt service coverage.

Please refer to the Business Procedures Manual section 7.3.2.1 for full details regarding student fee committee requirements.

We will be requesting that your fee proposals be submitted in January 2023, to allow time to fully engage your student fee committees in planning and budgeting. Detailed instructions and templates will be distributed to Chief Business Officers under separate cover. All templates and supporting documentation must be submitted by the due date specified in those instructions.

Thank you for your continued leadership towards providing excellent student services while maintaining affordability.

Sincerely,

Sonny Perdue
Chancellor, University System of Georgia

Cc: Chief Business Officers
Chief Academic Officers
Tracey Cook
Teresa MacCartney
Ashwani Monga
Ashley Jones
Jeff Davis