

Fee Projection Instructions

Prepare a projection of the required base fee amount for each mandatory fee necessary to accomplish the following:

Fee Pro-ration Guidelines:

- 1) Pro-rate all mandatory fees – except the Technology Fee - for students receiving fully online instruction. Any student with a fully online schedule for any given semester pays all mandatory fees at 50% of the base rate. Fully online students should be charged 100% of the Technology Fee.
 - a) On-line vs. in-person status for each course will be determined exclusively by the institution's official registration system. Informal arrangements for online instruction made individual instructors will not be considered.
 - b) Online students may not live in on-campus housing. Resident students with fully online schedules will be assessed fees at the "in-person" rate.
- 2) Pro-rate all mandatory fees (including the Technology Fee) into two tiers for part-time students receiving in-person instruction. Those students enrolled in 6 hours or less pay fees at 50% of base rates for all fees, while those enrolled in 7 or more hours pay the base rate.
- 3) Further pro-rate mandatory fees for part-time students receiving fully online instruction. Those students enrolled in 6 hours or less AND have fully online schedules pay fees at 25% of base rates for all fees, while those enrolled in 7 or more hours pay 50% of the base rate.
- 4) Full time students attending classes at instructional sites other than the main campus will be charged mandatory fees at the base rate OR at 50% of the base rate. This determination is to be made by the institution and should be based on the level of services offered at the instructional site.
- 5) Part time students taking 6 hours or less and attending classes at instructional sites other than the main campus will have mandatory fees prorated to 50% of the fees charged to full time students attending the same instructional site.

Fee Payers Guidelines:

- 1) Group all the fully online students into an "Online" campus. Do not model online students as fee payers on your main campus or on any instructional sites.
- 2) Use your FY2023 enrollment figures as your basis for projecting the number of fee payers. If you have reason to believe that your FY2025 enrollment outcomes will be materially different from FY2023, adjust your projected base fee payments, and provide an explanation for the adjustment.

Fee Calculation Guidelines:

1. Develop a **yearly revenue target** for each fee.
 - a. Use your FY2023 “Actual Expenditures” figures, WITHOUT open encumbrances, as the basis on which the projections are built.
 - b. Adjust to remove non-fee revenue that is used to fund each fee category. Non-fee revenue could come from user fees, sales, donations, etc.
 - c. Adjust to reflect changes in revenue within the fee category that are anticipated changes in the next 3 years. Both expected increases and decreases should be reflected in your adjustments.
 - d. Adjust to reflect changes in expenditures that you expect to realize in the next 3 years. Both expected increases and decreases should be reflected in your adjustments.
 - e. Each fee category will be multiplied by 1.05, which will provide for a modestly positive “coverage ratio” when base fees are calculated. This calculation provides the **“Yearly Revenue Target”** for each fee.
2. Use the fee pro-ration guidelines provided earlier to calculate the number of “base” fees you expect to be paid in FY2025
3. Calculate projected base fee amounts by dividing each yearly revenue target by the projected number of based fee payers, and round those calculated fees to the next highest whole dollar amount.
4. Calculate projected pro-rated fee amounts for full time, fully online students. These fees should be 50% of the base fee amounts, except for the Technology Fee, which is 100% of the base fee. *This fee schedule should also be applied to full-time students attending classes at instructional sites with limited fee-funded services, as determined by the institution.*
5. Calculate projected pro-rated fee amounts for part time (<7 hours) **in person** students. These fees should be 50% of the base fee amounts for all fees.
6. Calculate projected pro-rated fee amounts for part time on-line students. These fees should be 25% of the base amounts for all fees. *This fee schedule should also be applied to part-time (<8 hours) students attending classes at instructional sites with limited fee-funded services, as determined by the institution.*