



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

CHANCELLOR STEVE WRIGLEY
270 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334

PHONE: (404) 962-3000
FAX: (404) 962-3013
EMAIL: CHANCELLOR@USG.EDU

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Presidents
University System of Georgia
sent via email

Dear Presidents:

As you begin preparing your fee requests for fiscal year 2019, remember that maintaining affordable tuition and fees remains 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. Maintaining the appropriate balance between institution programs/services and cost to students is an important responsibility that begins with the President of each institution.

The System Office and the Board of Regents will continue to closely examine all mandatory fee requests for the upcoming year. Below are the principles that will be considered in developing recommendations to the Board. Please follow these principles as you plan your mandatory fee requests for FY 2019. New fees are strongly discouraged. An institution should not create a new fee unless there is a demonstrated business need with overwhelming student support.

1. Increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case. The availability of current reserves should be considered.
2. 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.
3. Prior commitments of multi-year fee plans.
4. On a case by case basis, consideration will be given to institutions to allow for the reallocation of fees, provided that the overall mandatory fee level remains neutral.

Institutions must continue to right size mandatory fee supported programs and activities based on current enrollment levels. This will require institutions to evaluate and prioritize current programs and activities and make the necessary adjustments to stay within budget.

FY 2019 Mandatory Fee

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Additionally, you should continue to evaluate **all** fees assessed to students to determine the appropriateness of these fees.

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 continued leadership as we create a more educated Georgia and strive to meet the workforce needs of the State.

Sincerely,



Steve Wrigley

cc: Chief Business Officers
Chief Academic Officers
Shelley C. Nickel