



**MEMORANDUM**

TO: Vice Presidents, Deans, and Directors

FROM: Leslie Brunelli  
Budget Director

DATE: February 6, 2006

SUBJECT: Columbia Campus Fee Requests for FY 2007

As we begin our annual budget development process for FY 2007, one of the first steps is the review of our fee structure. This review includes consideration of changes in existing fees and the creation of new fees. The Budget Office is providing the following tools to assist you in this review for FY 2007. This information has been e-mailed to your business managers for their use.

Changes in Existing Fees:

We are providing a copy of the form "Request for Changes in Existing Fees" for your use. The form is also available as a Word document on the Budget Office's webpage under the section titled FY 2007 Budget Development. Users of this form will need to download it from the Budget Office's webpage and save the template to their computers using a unique name. The completed form will provide the following information for each requested fee change:

- Name of existing fee
- Spring 2006 charge
- Proposed incremental dollar increase
- Proposed 2006-2007 charge
- Percentage increase recommended
- Estimate of new revenue to be generated
- How the unit's programs and students will benefit from these new resources

A complete listing of the University's Board of Trustees approved tuition and fees for FY 2005-2006 is attached. This document is also available on the Bursar's webpage under the section titled Fees – Schedule of Fees: 2005-2006. This information should be used as the basis for requesting changes in existing fees. The University's Board of Trustees must approve all tuition and fees. Please review the full fee schedule to be certain that any fees charged by your department are included in the schedule. .

Creation of New Fees:

We are also providing a copy of the form "Creation of New Student Tuition & Fee Charges" for your use. The form is available as a Word document on the budget office's webpage under the same section discussed above. The form guides the user through a series of questions designed to collect the information upon which a decision can be made about the merits of establishing a new tuition or fee. Users of this form will need to download it from the Budget Office's webpage and save the template to their computers using a unique name. **A separate form should be completed for each new tuition or fee request.**

Any requests for changes in existing fees or in the creation of new fees should be e-mailed to me in the Budget Office by **March 6, 2006**. The Budget Office will then provide a consolidated fee change report to each Vice President by March 13, 2006. Upon receiving each Vice President's recommendations (due on March 31, 2006), a consolidated fee change report will be prepared for action by the President and, where appropriate, by the Board of Trustees.

Thank you for your attention to this important matter. Please let me know if you have any questions.

Attachments

c: Dr. Andrew Sorensen  
Dr. Mark Becker  
Mr. Richard Kelly  
Dr. Ted Moore  
Unit Business Managers