



Budget Office
Business and Finance

MEMORANDUM

TO: Chancellors and Deans

FROM: Leslie Brunelli
Budget Director

DATE: February 2, 2007

SUBJECT: Fee Requests for FY 2008

One of the first steps in the University's annual budget development process 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 2008. This information has been emailed to your business managers.

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 2008 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 2007 charge
- Proposed incremental dollar increase
- Proposed 2007-2008 charge
- Percentage increase recommended
- Estimate of new revenue to be generated
- How the unit's programs and students will benefit from these new resources

Please also include any proposed changes in Board Mandated Fees.

A complete listing of the University's Board of Trustees approved tuition and fees for FY 2006-2007 is also included. This document is available on the Bursar's webpage under the section titled Fees – Schedule of Fees: 2006-2007. 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 lgbrunel@gwm.sc.edu by **March 9, 2007**. The Budget Office will then provide a consolidated fee change report to each Vice President by March 16, 2007. Upon receiving each Vice President's recommendations (due on March 26, 2007), 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. Chris Plyler
Pamela Hayes
Campus business contacts