



**MEMORANDUM**

TO: Vice Presidents, Deans, and Directors

FROM: Leslie Brunelli  
Budget Director

DATE: Tuesday, March 11, 2008

SUBJECT: Columbia Campus Fee Requests for FY2009

As we begin our annual budget development process for FY2009, 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 has created a new web-based tool for submission of tuition and fee requests to assist you in this review for FY2009. The web-based system 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. This information has been e-mailed to your business managers for their use and a training session was held today.

Changes in Existing Fees and Creation of New Fees:

Information required for submission of changes to existing fees includes:

- Name of existing fee
- Current FY2008 charge
- Proposed incremental dollar increase
- Proposed 2008-2009 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 2007-2008 is attached. This document is also available on the Bursar's webpage under the section titled Fees – Schedule of Fees: 2007-2008. 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.

Any requests for changes in existing fees or in the creation of new fees should be completed in the web-based system by Monday, April 1, 2008. The Budget Office will then provide a consolidated fee change report for review by the administration. Upon receiving recommendations and resolving questions and programming issues, a consolidated fee change report will be prepared for action by the President and ultimately by the Board of Trustees.

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

Attachments