



Budget Office  
Business and Finance

**MEMORANDUM**

TO: Vice Presidents, Deans, and Directors  
c: Budget Office Contacts

FROM: Leslie Brunelli  
Associate Vice President for Finance & Planning and University Budget Director

DATE: March 1, 2010

SUBJECT: Columbia Campus Fee Requests for FY2011

As we begin our annual budget development process for FY2011, one of the first steps is the review of our fee structure. This review includes consideration of changes to existing fees and the creation of new fees. The web-based tool for submission of tuition and fee requests is available at <http://busfinance.admin.sc.edu/budget/tools.asp>. 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. The user guide is also available at [http://busfinance.admin.sc.edu/budget/doc\\_11/2011TuitionFeeScheduleUserguide.pdf](http://busfinance.admin.sc.edu/budget/doc_11/2011TuitionFeeScheduleUserguide.pdf) or you may contact your budget analyst for assistance.

A complete listing of the University's Board of Trustees approved tuition and fees for FY 2009-2010 is available on the Bursar's webpage under the section titled "Fees" (see <http://www.sc.edu/bursar/studentfees.shtml>). 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. Information required for submission of changes to existing fees includes:

- Name of existing fee
- Current FY2010 charge
- Proposed incremental dollar increase
- Proposed 2010-2011 charge
- Percentage increase recommended
- Estimate of new revenue to be generated
- How the unit's programs and students will benefit from these new resources

Any requests for changes to existing fees or in the creation of new fees should be completed using the web-based system by Wednesday, March 31, 2010. All units must make fee requests by this deadline. By April 2, the Budget Office will 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.