

Requesting Fees: When & How

Presented by the Bursar's Office

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When

- Fee requests must be submitted to the Bursar's Office in January
- Solicitation memo will be sent out Friday, November 21, 2008
- Exception:
 - Conference Requests are accepted throughout the year.
 - Please allow ninety (90) days for processing before you plan to open registration

How

- Complete the New Fee/Change in Amount of Fee Request Form @ <http://bf.memphis.edu/forms/finance.php>
- Complete ALL requested information, specifically:
 - Projected Annual Revenue Increase
 - Prior Two Revisions of Fee (for revised fees)
 - Explanation and Justification
 - FOAPAL (if already exists)
 - ALL required signatures through VP/Provost approval

TBR Required Approval

Mandatory Fees – includes Program Service Fee components

General Access Fee

- General Parking Access
- Change of Course
- Technology Access Fee
- Student Health Services Fee
- Sustainable Campus "Green" Fee
- Graduation Fee
(includes Career Connections)
- Student Athletic Fee
- International Experience

Student Activity Fee

- Campus Recreation & Intramural Services
- Student Activities Fee Allocation

Debt Service Fee

- Student Activities Complex
- UC Renovation
- P. E. Building Renovation & Addition

Facilities Fee

<http://bf.memphis.edu/finance/bursar/pservice.php>

TBR Required Approval

- Non-Mandatory Fees –
 - Course Fees (Art/Architecture, Business, Engineering, EMBA, Exec MSN, Law etc.)
 - Materials Fees (Biology, Chemistry, Earth Sciences, Nursing, Physics etc.)
 - New Student Orientation Fees
 - Housing/Meal Plan Fees

Presidential Approval

- Service Fees
 - Audiology/Speech Language Pathology Svcs
 - Psychological Services
 - Testing Center
 - Health Services (faculty/staff)
- Rental Fees
 - Daily Use Fees (Rose Theatre, Gym, Field House Rental, Theatre)
 - Rental of University-owned non-student housing
- Nontraditional Enrollment Fees
 - IEI Programs
 - Lipman School

Requesting a new/revised fee

- Complete ALL fields on the request form
 - Brief justification (250 characters)
 - Supporting documentation and additional justification (if needed)
 - Projected Annual Revenue **Increase**
 - Prior Two Revisions of Fee (AY and Amount)
 - FOAPAL (if already exists)
 - All signatures through VP/Provost

Course/Materials Fees

- List of supplies used/costs incurred, by class, per student
- Average enrollment per class, per semester
- Prior two revisions (years and amounts), if applicable

Student Fees

- Submit Fee Request & supporting justification
- Index Request Form
- Budget Revision Form
- If a fee is approved by the Board, the Bursar's Office will forward the paperwork to Accounting/Financial Planning.
- Upon completion of financial matters, Bursar's Office will notify department of approval.

Conference Requests

- Submit Fee Request & supporting justification
 - Include copies of all publications (web pages, brochures) for Bursar's Office to review
- Index Request Form
- Budget Revision Form
- If the fee is approved by the Provost's Office, the paperwork will be forwarded to Accounting/Financial Reporting for processing.
- Upon completion of financial matters, Bursar's Office will notify department of approval.

Upon approval...

- Advertise new/revised fee only **AFTER** you have been notified of fee approval and all brochures, websites, and publications have been reviewed by the Bursar's Office
- Payments may be made
 - Through the Bursar's office (by mail)
 - Online through TouchNet Marketplace



Questions?

Thank

You !!!