

**FY 2021 PROPOSED EXISTING/NEW FEE
PRICING PROCESS**
(Academic Units Only)



Office of Strategic Budgeting and Planning
October 2019

FY 2021 PROPOSED EXISTING/NEW FEE PRICING PROCESS

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Calendar

- October 18** Office of Strategic Budgeting and Planning (OSBP) distributes request to establish new or modify existing fees for the upcoming fiscal year
- November 20** Fee proposals are due from units/colleges and schools to OSBP
- November 29** The OSBP compiles fee proposals for review by the FAC
- December-January** FAC reviews and works with colleges to answer any questions
- January 31** FAC presents fee proposals to leadership for review, allowing sufficient time for FAC to respond to questions
- March 2** Leadership initially approves proposed fees and units are then notified
- May 2** Board of Visitors approves budget
- June 3 (tentative)** Fee assessment is applied for the FY21 academic year fall semester

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Overview

Units, colleges, or schools may assess special fees to pay for certain instructional costs that are not covered by the institution's traditional instructional budget. Each unit, college, or school will have a review of the above-mentioned fees by the Fee Advisory Committee (FAC) and Mason's leadership. Once approved, fees will be authorized in the upcoming fiscal year beginning in the fall semester.

Fee Data Details

The FY 21 Premium and Course Fee request materials have been generated by pulling data directly from Banner to reflect current information. The files include a summary and data file for better understanding of what rolls up into various levels.

Course, Lab and Other Fees

The purpose of the course, lab, and other fees' review process is to update existing fees and propose new fees related to academic initiatives and new programs. These fees should be used to cover academic costs and the justification should reflect clarity and transparency.

Some Course fees are considered "direct-expense" are not included in the standard fee structure and will require students to pay *a la carte* for these courses.

These courses have a linear relationship between costs and enrollments (e.g., as enrollments increase, costs increase pro rata) and very few course fees fall under this category. Examples of Direct Expense Course Fees include courses requiring materials, licensures, or other direct expenses that would be charged by a third party and passed through to students or those that have supplementary elements, such as trips or meals as part of the course activity.

Premium, Online and Specialty Program Fees

Similar to the course fees, colleges and schools must balance graduate program and certificate premium fee revenues with transparency and clarity of these charges. Units will need to make sure new fees are within their other program's existing pricing and structure.

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Template Description and Instructions

Course, Lab and Other Fees

Explanation of Template Tabs:

- ❖ **Tab 1 (Example)** – Reflects an example of the fee adjustments.
- ❖ **Tab 2 (Unit Name)** – The template that should be used for data update/input to enter existing and proposed new fee adjustments. The data are based on the current Fee Disclosure as of fall 2019.

Template Column Descriptions:

Category	Unit	Description
Org	11xxxx	Organization (org) 6-digit number that is used to track revenues and expenses for an activity.
Course Number	Axxx 101	Section subject and section number for a course
Course Fee Description	n/a	An explanation of the specific expenses that the fees are intended to cover
FY20	Per Credit Fee	The fee charged per credit of the course in FY20
	Flat Fee	The flat fee charged for the course in FY20
FY21	Per Credit Fee	The fee charged per credit of the course in FY20
	Flat Fee	The flat fee charged for the course in FY20
FY20 to FY21 Changes	Per Credit Fee	This field calculates automatically
	Flat Fee	This field calculates automatically
Justification for Change		The rationale behind the change in the fee

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Course, Lab and Other Fee Instructions:

- The top table should be used to capture changes to existing fees for existing courses. The bottom table should be used:
 - To capture new courses for which new fees will be charged.
 - To capture existing courses to which new fees are being added.
 - To make other changes that cannot be easily made in the top table.
- Please review to make sure data is accurate and reflects unit expectations in terms of classes that carry a fee and fee amounts.
- Please only update gold areas in your template.
- To enter an **increased or decreased rate**:
 - Check if the rate was per credit or flat. Flat rates are only on zero credit and some direct expense courses. Most courses will be charged per credit and if they are per credit they should remain.
 - Update the amount under FY21 in the per-credit or flat column as needed.
 - The columns labeled "FY20 to FY21 Changes" will automatically calculate FY21 less FY20 amounts.
 - Enter a justification for the change (e.g., new event added to the class, inflation, etc.)
 - Make sure to update the rates in all subjects/courses in that rate group consistently.
 - If a single course in a rate group is changing, use the bottom table to complete these tasks.
- To **remove a course** from the list:
 - Enter the FY21 rate as zero. The change amount will automatically calculate.
 - Enter a description such as "course no longer taught".
 - If a single course in a rate group is changing, use the bottom table to complete these tasks.
- To **replace a subject or course number** in a rate group, use the bottom table and enter a description such as "Replace FAVS 225 with FAVS 226".
- To **add a new fee or new course** to the list, use the bottom table and do the following:
 - Find what subject and course number rate group it would fall under to determine the rate and if it is per credit or flat. Flat rates are only on zero credit and some direct expense courses. Most courses will be charged per credit.

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Course, Lab and Other Fee Instructions (continued):

- Add the new course to the bottom table.
- If the course falls within a current rate structure (i.e., already falls into a range of courses that would get a fee), copy and paste the relevant course fee description from the top table, enter the FY21 rate, and enter the justification as "Add existing (or new) course to \$30 group".
- If the course does not fall within current rate structure, please include a new description (e.g., "Supplies used in the course") enter the FY21 rate, and enter the justification for this course needing a new rate outside the existing structure.

Premium, Online and Specialty Program Fees

Explanation of Template Tabs:

- ❖ **Tab 1 (Example)** – Reflects an example of the fee adjustments.
- ❖ **Tab 2 (Unit Name)** – Used for data update/input to enter existing and proposed new fee adjustments. The data are based on the current Fee Disclosure as of fall 2019.
- ❖ **Tab 3 (Data Detail)** - Reflects the detail used to create the premium input tab. No update needed.

Template Column Descriptions:

Column	Notes
LEVL_CODE	Program level e.g., GR (Graduate), LW (Law), & UG (Undergrad)
CAMP_CODE	Campus Code on student record ❖ (blank) = if a program has no online program rate then no need to differentiate online vs. in-person ❖ GMU = the in-person rate when a program is offered with different in person and online rates ❖ MOL = the online rate when a program is offered with different in person and online rates
RATE	Domicile rate either I/S (In-State Rate), O/S (Out-of-State), or ER (discounted Exception Rate)
DETAIL	Detail code set up in Banner by General Accounting that determines what amount to assess and to what organization(s) and account code(s)

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Column	Notes
PROG	<p>Program code</p> <ul style="list-style-type: none"> ❖ First 2 letters are the college/school division, such as E1 = CEHD, LA = CHSS, SC = COS, AR = CVPA ❖ 2nd set of letters indicates what masters or certificate is offered. Some examples include: <ul style="list-style-type: none"> ➤ MA = Master of Arts ➤ CERG = Certificate ➤ MS = Master of Science ➤ NDG = Undeclared/Undecided Graduate ➤ NDU = Undecided Undergraduate ❖ 3rd set of letters indicates program or concentration
DETC_DESC	Detail code description that shows up as description in Banner entries and student bills
A_ORGN	Organization (org) 6-digit number that is used to track revenues and expenses for an activity
ORGN_TITLE	Organization Title that explains what activity the org is for
A_ACCT	Account Code 5-digit number; since these all start with "0" they are revenue account codes
ACCT_TITLE	Account Code Title
FY20 AMT	the \$ amount of tuition and premium charged for the program in the current year FY20
FY21 AMT	the \$ amount of tuition and premium requested for the program in the upcoming year FY21
FY 20 to FY 21 CHANGE	FY20 less FY21 increase/(decrease)

Premium, Online and Specialty Program Fee Instructions:

- On the Input Tab only update the gold areas in your template and do not make not changes to the FY 20 or FY 20-21 Changes columns. Also, update the rates in all similar programs and in-state and out-of-state consistently and check to ensure that all fees stay within their current rate premium groupings.

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Premium, Online and Specialty Program Fee Instructions (continued):

- To enter an **increased, decreased or deleted rate**, use existing premium section:
 - Update the amount in the FY21 column (use FY21 as zero for deleted programs/rates).
 - The FY 20 to FY21 CHANGE column will automatically calculate FY21 less FY20 amounts.
 - Enter a justification of the change.
- To **make any program or rate additions** use New Premium Program or Rate bottom section:
 - If the program's amount and org receiving the premium are the **same as an existing group**, add the program code to your description for that group, such as "add existing program HH-MS-INF" or "add NEW program HH-MS-INF".
 - For a **newly created program that needs a new rate and org**, add the in-state and out-of-state rates and enter a description such as "add new program HH-MS-XXX due to..."
 - Once the fee is approved, the unit will have to submit a workflow to request a new org and a new detail code. This should be done through General Accounting.
- ❖ **Data:** This data pulled from Banner is the source data for the pivot table. No update is needed on this sheet. For rates with a lot of program codes, all programs may not show in the template, so check the data for the full list.