

FLORIDA STATE COLLEGE AT JACKSONVILLE

User Fee Request Form

(Attach additional sheets as necessary)

Date Fee to be Effective \_\_\_\_\_

Today's Date: \_\_\_\_\_

Action:

Add Fee \_\_\_\_\_ Modify Fee \_\_\_\_\_ Remove Fee \_\_\_\_\_

Fee Type:

Lab (L) \_\_\_\_\_ Testing (TST) \_\_\_\_\_ Kits (K) \_\_\_\_\_ Facilities/Equipment Usage \_\_\_\_\_ Insurance (I) \_\_\_\_\_

Other (Specify): \_\_\_\_\_

Background Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Fee Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course(s) Number and Title:

From Amount

To Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____

Cost Basis for Fee: (attach documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual Fiscal Impact: (include the following information only if course is new and there is no enrollment numbers available)

<u>Course</u>	<u>Classes per Yr.</u>	<u>Students per Class</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To be completed by Curriculum Services

For New Programs with New Courses Only:

\_\_\_\_\_  
Curriculum Committee Approval

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Board Meeting Date Curriculum  
Item is To Be Presented

Approvals:

\_\_\_\_\_  
Responsible Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus President or delegate

\_\_\_\_\_  
Date

See Reverse Side of Form

# FLORIDA STATE COLLEGE AT JACKSONVILLE

## **User Fee Request Form**

### **Back of Form**

#### User Fee Request Form Instructions

##### Background Information

Provide a brief narrative on any historical events regarding this course or fee that is pertinent, including previous Board of Trustees actions.

##### Rationale

Explain the reason the new fee or fee change is necessary.

##### Cost Basis for Fee

The user fee being requested should help the College to fully recover the unusual costs associated with the course.

The cost per student should be calculated by dividing the total annual cost associated with the course by the actual student enrollment figures for the three most recent completed terms. The final fee amount should not be rounded up and cents should not be included.

In the user fee request package, include a spreadsheet of the documentation that will be submitted. The spreadsheet needs to tie the specific costs associated with each course. If the backup documentation includes costs for other courses, the exact amount that applies to the course being reviewed must be indicated. Explain the process used to arrive at the fee amount. If the fee is for materials or a kit, list each item with the quantity used per student and the price for each along with backup documentation. If the fee is a lab fee or a testing fee, list the cost factors, price and quantity along with backup documentation. For student insurance coverage, please contact the College Risk Manager to determine a fee amount and supporting documentation.

Supporting documentation is required for audit. The backup documentation may include but is not limited to purchase orders, disbursement requests, p-card transactions, invoices, and vendor quotes. The backup documentation should represent no more than one year of unusual costs incurred. Therefore, specialized software, equipment and maintenance should be assessed on an amortized basis over the life of the equipment, software or agreement.

Actual enrollment figures can be obtained by checking the *Browse Class Master* Orion screen in the Student Information System under the "Enr" column, by following the path *ST CU CC MC* for credit courses and *ST CU CC MN* for non-credit courses.

##### Annual Fiscal Impact

The annual fiscal impact will be calculated by Finance. If the course is new and there is no enrollment numbers available, indicate the number of classes offered per year and the students per class.

##### Due Date

Complete this form at least 45 days before the District Board of Trustees meeting at which the fee request is to be presented. If the request involves a curriculum action, the form should be sent directly to Curriculum Services, who will, after their review, forward it to the College Controller. If the request does not involve a curriculum action and is only a fee adjustment, the form should be sent directly to the College Controller. After review by the Controller and the Chief Financial Officer, an Administrative Procedure Act (APA) item will be prepared and submitted to the College President, College Attorney, and the President's Cabinet. If approved, the proposed fee action will be advertised 30 days prior to presentation at the Board Meeting, per Florida Statute. If approved at the District Board of Trustees meeting, the new fee will be added to the College operating system database.

##### New Program with New Course Information

This section will be completed by Curriculum Services. The purpose is to ensure that the fee item and the curriculum item are presented to the Board at the same meeting.

# Annual Course Fee Review Timeline

