

# DETAILED INSTRUCTIONS FOR STUDENT FEE REQUEST WEB APPLICATION

EFFECTIVE JANUARY 1, 2012

The Student Fee Request Web Application can be located online at:  
[http://workgroups.clemson.edu/FIN\\_5310\\_BCR\\_BUDGETING/studentfees/welcome.cgi](http://workgroups.clemson.edu/FIN_5310_BCR_BUDGETING/studentfees/welcome.cgi)

**NOTE: Fee amounts must be entered in whole dollars, no cents. The financial activity should be entered in whole dollars. To ensure accuracy and integrity of reporting, formulas must not be changed.**

## **A: New Fee Description/Fee Change**

1. **Name of New Fee:** Enter the requested name of the new fee request.
2. **Budget Center:** Enter the name of the Budget Center submitting the fee request. *For example:* STUD
3. **Department:** Enter the number and name of the department submitting the fee request. *For example:* 0316 – Food Science and Human Nutrition
4. **Fund:** Enter the 2-digit fund code in University's financial system where the fee activity is recorded.
5. **Account:** Insert the 4-digit revenue account. *For example:* 4096 – StFees-Campus Recreation Fee
6. **Description:** Insert description of existing or proposed fee and a justification for the requested fee increase, if any. The narrative must be sufficient to provide an ongoing history of the fee's purpose and changes to the fee over time. The narrative must fully describe the program activities that will be supported by the new student fee or increases to the existing student fee. Where more than one program activity will be supported by a new fee or fee increase a breakdown of the fee amounts supporting the various program activities should be provided as practicable. For example, if approved, a \$20.00 increase to an existing fee will be expensed as follows - \$12.00 on "Program A" and \$8.00 on "Program B"..
7. **Justification:** Insert a justification for the requested fee increase.
8. **Initiative/Program/Focus:** Describe program/initiative/focus with which the fee is associated.
9. **Type of Fee:** Select the Fee Category description this fee will fall under.
10. **Fee Applied Per:** Check all that apply- Identify student groups that are responsible for paying the fee. *For example:* Undergraduate Students
11. **Describe those who will pay the fee:** describe students that will typically pay this fee. *For example:* Undergraduate – freshmen and sophomores only; or all students enrolled in 6 credit hours or more.

12. **Exceptions:** Identify any groups that will not be responsible for the fee *For example:*  
Staff, Child of Veteran

13. **Adjustment Allowed:** Can the fee be refunded if the course is dropped.

## B. Add Fee Amounts

1. **Requested Fee:** Insert the new total fee per academic year, per semester, per credit hour and summer per credit hour requested for the upcoming academic year. This amount must equal the annual fee for the most recent year plus the annual increase requested for the new academic year. *Please note that semester fees and credit hour fees must be rounded to the nearest whole dollar.*
2. **Assumptions:** Where applicable, enter the estimated headcounts on a Semester and Annual basis. Also, include the applicable credit hours if the fee is to be charged during Maymester/Summer School.

## NOTES and DEFINITIONS:

1. **Counts Used in Revenue Projections – Regular Term:** The student count is the number for fall and spring. If proposing a fee for the upcoming academic year use the student headcount for the current academic year found on the Institutional Research web site:  
<http://www.clemson.edu/oirweb1/fb/factbook/minifactbook.cgi>
2. **Counts and Rates Used in Revenue Projections – Maymester/Summer School:** The credit hours for Maymester and summer sessions are estimated based on the credit hours taken in the previous academic year, adjusted for any known variations. For credit hours taken in previous Maymasters and summer sessions, please contact Institutional Research at (864) 656-0161.

## C. Financial Projections

### 1. Financial Activity:

- a. **Two Previous Years:** Insert the actual revenues and disbursements for the two preceding fiscal years for this fee activity. Where the fiscal activity for the student fee is in a separate account, the amounts should agree with the University's financial system. If the funds are co-mingled with other funds that support different program activities, these numbers should still be traceable to the accounts in the University's financial system where the student fee funds are recorded. For example, a spreadsheet should be maintained for the global account that shows the activity related to fees in one column and the activity related to non-fee activities in a second column with the total of the two agreeing with balances in University's financial system. If this is a new fee, all lines will be zero.
- b. **Projected Financial Activity for Current Year:** Insert the projected revenues and disbursement for the current fiscal year for this fee activity. Records must be maintained to support the financial projections. If this is a new fee, all lines will be zero.

**c. Projected Financial Activity for New Academic Year – Without Increase:**

Insert the projected revenues and disbursements for next fiscal year assuming the fee is not approved. The current year's projected revenues may serve as the best estimate of the projected revenues that may result if the fee increase is not approved in the new academic year. If expenses are not expected to vary significantly (e.g. the preparer does not expect a significant increase in the personnel expense line for the coming year), this column may list the expenses projected in the current year. If the program area believes disbursements will increase significantly (e.g. a considerable personnel cost increase), the preparer should consider reflecting those costs in the appropriate expense lines so committee members can see the impact on the unit should the fee request not be approved. If this is a new fee, all lines will be zero unless "Other Revenues" are used to support the program activities and the unit is now requesting that student fees support existing activities.

**d. Projected Financial Activity for New Academic Year – With Increase:** Insert the projected revenues and disbursements for next fiscal year assuming the fee is approved. In the disbursement section, the preparer should include the affect of inflation on its existing costs, the costs of expanding the current level of services to new students, and the costs of new program activities, if any.

**NOTES and DEFINITIONS:**

- 1. Beginning Fund Balance:** The "Beginning Fund Balance" figure in any column must agree with the "Ending Fund Balance" figure for the previous column. Formulas built into the template will automatically calculate the fund balance amounts once the initial fund balance, revenues and disbursements are entered in their respective fields. *Do not override these formulas.*
- 2. Revenues:** The "Fee Revenue" line represents funds generated solely from the student fee. Non-fee revenues supporting the program activities, if any, should be entered on the "Other Revenues" line. The revenue section should only include revenues supporting the program activities described on the fee form.

The "Fee Revenue" amount for the next fiscal year under the column labeled "*With Requested Increase*" must equal the "*Requested Annual Fee*" amount at the top of the page divided by two, multiplied times the "*Fall and Spring Counts*", plus the "*Summer Credit Hours*" multiplied times the summer rate.

- 3. Expenditures:**
  - a. Personnel:** All expenses related to personnel compensation by category. Use the fringe benefit pool rate <http://www.clemson.edu/cfo/comptroller/rates/pooled-fringe/index.html> to calculate the fringe cost.
  - b. Other than Personnel Costs:** All other expenditures within account codes 6XXX – 9XXX by category.

**For assistance with web application, please contact the [Budget Office](#)**

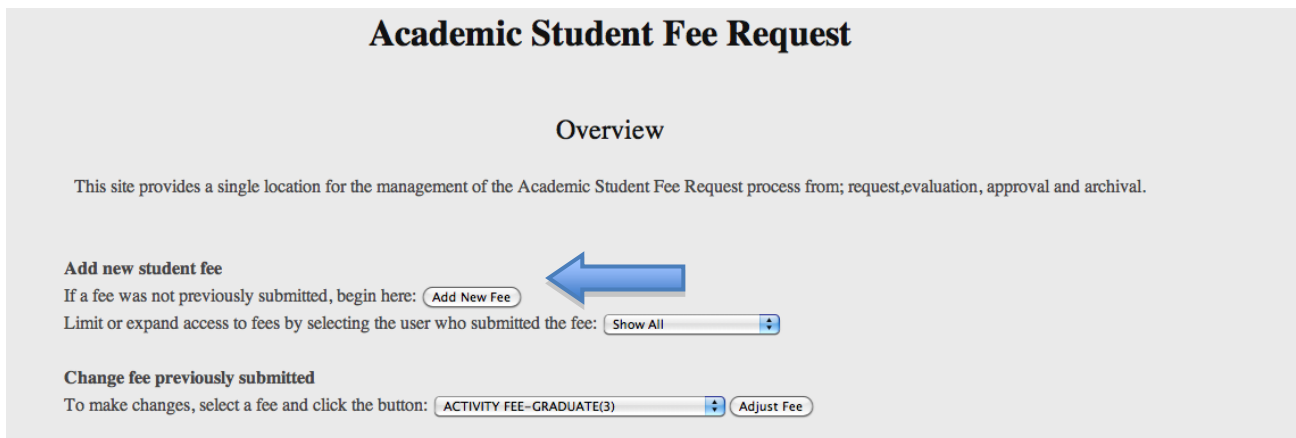
# Student Fee Request Web Application Training

## New Fee

To create an Academic Fee Request, click on the Academic button.



To create a new fee, click the "Add New Fee" button at the top of the page.



**STEP 1.** Follow the directions on the page, filling out all of the information to the best of your ability.

**Name of New Fee:**  
Campus Recreation Fee

**Budget Center:** Student Affairs (STUD)

**Department:** Campus Recreation (4015)

**Fund:** 14 -> E&G Non-State Deptl Generated

**Account(If unknown, select NA):** 4096 -> StFees: Campus Recreation Fee

**Project Number(If unknown, select NA):** 1400500

**Description:**  
Due to the current situation, state funding for Campus Recreation is being cut significantly. This fee will maintain current offerings

**Justification:**  
A fee increase is needed to maintain current student recreation program levels.

**Initiative/Program/Focus:**  
Campus Recreation Facility and Student Programs

**Type of Fee:**

Mandatory Lab Fees - Course fees used specifically for materials and services used in concert with the basic foundation of an academic course offering. Course fees support classroom and laboratory instructional activities by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course. Current lab fee revenue allocation policy dictates that 50% of revenues will be allocated to colleges and remaining 50% will be allocated to the Provost for further distribution on specific lab and classroom projects.

Mandatory Activity/Program Fees - Mandatory student fees paid by enrolled students supporting specific activities. Includes Matriculation and the activity, Software License, Medical, Career services, Transit, and Information Technology Fees.

When you are finished, click "Save Fee " at the bottom of the page.

Part-time Students  
 Undergraduate Students  
 Graduate Students  
 On-campus Students  
 Off-campus Students  
 Study Abroad Students

**Describe those who will pay the fee:**

All students enrolled in 6 hours or more.

**Fee Exceptions:**

**Adjustment Allowed: (If course is dropped)**

Fee is refundable based on University's pro-rata refund policy.  
 Fee is to be refunded by the department at their discretion.  
 Fee is not refundable.  
 I Don't Know


**Contact Person (for further explanations or fee questions):**

Katherine Dively

Please direct all questions about this site to Ian Czarnetzki in the University Budget Office.

**STEP 2:** Review the description you have entered. Then, click on the “Add Fee Amounts button at the bottom of the page.

<b>Fee Applies to</b>	
<b>Fee Applied Per</b>	Full-time Students, Undergraduate Students
<b>Describe those who will pay the fee:</b>	All students enrolled in 6 hours or more.
<b>Fee Exceptions:</b>	
<b>Adjustment Allowed:</b>	Fee is refundable based on University's pro-rata refund policy.
<b>Contact Person:</b>	Katherine Dively
<b>View Documents:</b>	<a href="#">Click Here</a>



Add your proposed fee amounts for the next fiscal year.

When you are finished, click “Update Fee Amounts ” at the bottom of the page.

<b>Step 1</b>	<b>Step 2</b>	Step 3/4/5/6	Step 7	Step 8	Step 9
Description	Fee Amount	Financial Projections	Report	Justification	Submit Request

## Fee: Campus Recreation Fee

**Fiscal Year:** 2012  
**Start Date:** 08/15/2012

Please make appropriate changes to the values and click the update button.

**Fee Status:**  ▾

Only complete the rates that apply:

**Rate per Semester (Fall/Spring):**  **Students per Semester (Fall/Spring):**

**Rate per Semester (Summer):**  **Students per Semester (Summer):**

**Rate per semester per Credit Hour:**  **Student Credit Hours per Semester:**


**Rate per semester per Credit Hour (Summer):**  **Student Credit Hours per Semester (Summer):**

**Rate per Semester for Undergraduates:**  **Students per Semester for Undergraduates:**

**Rate per Semester for Graduate Students:**  **Students per Semester for Graduates:**

**Rate per Semester for a Course:**  **Students per Semester for a Course:**

**Special Notes (For example, please note if the fee is to be paid in Fall, but covers both the Fall and Spring Semesters) :**



Review the fee amounts you entered. Then click “Add Financial Projections” at the bottom of the page.

## Academic Student Fee Request

### Fee Amount

Step 1	Step 2	Step 3/4/5/6	Step 7	Step 8	Step 9
Description	Fee Amount	Financial Projections	Report	Justification	Submit Request

### Fee: Campus Recreation Fee

Take a moment to review the proposed Academic Student Fee Request fee amount below. Please click on the Add Financial Projections button to proceed with this request.

Click on one fiscal year in the table to edit that record.

Fiscal Year	Start Date	Fee Status	Rate per Semester (Fall/Spring)	Rate per semester per Credit Hour	Special Notes (For example, please note if the fee is to be paid in Fall, but covers both the Fall and Spring Semesters)
<b>2012</b>	08/15/2012	Proposed	\$100 * 20	\$20 * 30	

**Expected revenue** from proposed fees in fiscal year 2012 include: revenue for two semesters totalling, \$4,000; revenue from credit hours taught for two semesters totalling, \$1,200; with a grand total of \$5,200.

- [Add More Fee Amounts](#)
- [Add Financial Projections](#)
- [Select Another Fee](#)

Please direct all questions about this site to **Ian Czarnetzki** in the University Budget Office.

**STEP 3/4/5/6:** Follow the directions on the database, entering one year of data at a time. You will enter FOUR PROJECTION SCENARIOS. If you have no FY 2011 actuals or projected FY 2012 actuals, please just submit 0 as the Fee Revenue for both of those scenarios.

**Step 3:** FY 2011 Actuals

**Step 4:** FY 2012 Projected Actuals

**Step 5:** FY 2013 Projected Actuals with Increase

**Step 6:** FY 2013 Projected Actuals without Increase

Please add financial projections. The financial data you enter in the fields below should relate specifically to the department/unit/service that this fee supports. You may enter data for one year at a time; click the "Record Financial Projections" button to save the data. You will enter four financial projections, as illustrated in the table below. If you had no revenue in the prior and/or current year, please enter 0. Once you have entered FOUR FINANCIAL PROJECTION scenarios, please click the "View Report" button. More detailed instructions are listed below.

**FY 2011 Actual** | **FY 2012 Projected Actual** | **FY 2013 Projected Actual with Increase** | **FY 2013 Projected Actual without Increase**

**Expected revenue** from proposed fees in fiscal year 2012 include: revenue for two semesters totalling, \$40,000; revenue from credit hours taught for two semesters totalling, \$4,000; with a grand total of \$44,000.

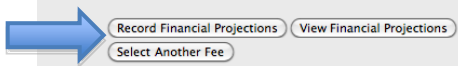
Fiscal Year:

Calculation:

- **Beginning Fund Balance:**
- **Revenues**
  - **Fee Revenue:**  (Funds generated solely from the student fee.)
  - **Other Revenue:**  (Any non-fee revenues supporting the program activity.)
- **Expenditures**
  - **Personnel Costs**
    - **Classified Employees:**
    - **Unclassified Employees:**
    - **Graduate Student Assistants:**
    - **Wages:**
    - **Fringe Benefits:**  (Use the fringe benefit pool rate to calculate the fringe cost.)
  - **Other Costs**
    - **Travel:**
    - **Equipment:**
    - **Other Costs:**
    - **Student Financial Aid:**

After typing one year of financial data, click Record Financial Projections, as seen below.

Next, enter projections for the new year assuming the fee increase is not approved (Projection without Increase). Finally, enter projections for the new year assuming the fee increase is approved (Projection with Increase). In the expense section, please include the effect of inflation on existing costs, the costs of expanding the current level of services to new students, and the cost of the new program activities, if any.



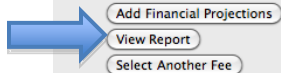
After you have entered the appropriate financial projections four times, the financial projection report should look like this, with four columns of data.

Click on the table header for any fiscal year to edit that record.

Accounts	Fiscal Years			
	2011 FY 2011 Actual	2012 FY 2012 Projected Actual	2013 FY 2013 Projected Actual with	2013 FY 2013 Projected Actual witho
Beginning Fund Balance	\$	\$1,000.00	\$-500.00	\$-500.00
<b>Revenues</b>				
Fee Revenues	\$	\$	\$5,200.00	\$
Other Revenues	\$2,600.00	\$3,000.00	\$3,000.00	\$3,000.00
<b>Total Revenues</b>	\$2,600.00	\$3,000.00	\$8,200.00	\$3,000.00
<b>Expenditures</b>				
<b>Personnel Costs</b>				
Classified Employees	\$	\$	\$	\$
Unclassified Employees	\$1,000.00	\$2,500.00	\$2,500.00	\$2,500.00
Graduate Assistants	\$	\$	\$	\$
Wages	\$	\$	\$1,000.00	\$
Fringe Benefits	\$	\$	\$	\$
<b>Total Personnel Costs</b>	\$1,000.00	\$2,500.00	\$3,500.00	\$2,500.00
<b>Other Costs</b>				
Travel	\$200.00	\$	\$200.00	\$
Equipment	\$400.00	\$1,000.00	\$2,000.00	\$1,000.00
Student Financial Aid	\$	\$	\$	\$
Other	\$	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total Other Costs</b>	\$600.00	\$2,000.00	\$3,200.00	\$2,000.00
<b>Total Expenditures</b>	\$1,600.00	\$4,500.00	\$6,700.00	\$4,500.00
<b>Revenues, Net of Expenditures</b>	\$1,000.00	\$-1,500.00	\$1,500.00	\$-1,500.00
<b>Ending Fund Balance</b>	\$1,000.00	\$-500.00	\$1,000.00	\$-2,000.00

When you are finished, click 'View Report at the bottom of the page.

Next, enter projections for the new year assuming the fee increase is not approved (Projection without Increase). Finally, enter projections for the new year assuming the fee increase is approved (Projection with Increase). In the expense section, please include the effect of inflation on existing costs, the costs of expanding the current level of services to new students, and the cost of the new program activities, if any.




**STEP 7:** You may now review your Fee Request submissions thus far. If you have any changes to be made, click the back button and make the necessary changes.

**STEP 8:** Once any changes have been made, click “Add Written Justification” at the bottom of the page.

<b>Total Other Costs</b>	\$600.00	\$2,000.00	\$3,200.00	\$2,000.00
<b>Total Expenditures</b>	\$1,600.00	\$4,500.00	\$6,700.00	\$4,500.00
<b>Revenues, Net of Expenditures</b>	\$1,000.00	\$-1,500.00	\$1,500.00	\$-1,500.00
<b>Ending Fund Balance</b>	\$1,000.00	\$-500.00	\$1,000.00	\$-2,000.00

Please continue to add Written Justification.

 [Add Written Justification](#)

[Print Report](#)

[Select Another Fee](#)

Please direct all questions about this site to **Ian Czarnetzki** in the University Budget Office.

Download the Justification Template and Sample Justification documents. Use the Sample Justification as a guide to what you should enter on this document. Complete the Justification Template, then click “Upload Document”.

### Justification

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3/4/5/6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
Description	Fee Amount	Financial Projections	Report	Justification	Submit Request

Please download the Justification Template and Sample Justification documents, using the buttons below. When you have filled out the justification template, please click the "Upload Document" button to upload your Justification. [Download Justification Template](#) [Download Sample Justification](#)

 [Upload Document](#)

[Return to Main Page](#)

To add more documents (This is not required, only an option if you have additional information you'd like the Fee Committee to see), click the "Upload More Documents" button.

## Submit Request

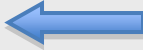
Step 1	Step 2	Step 3/4/5/6	Step 7	Step 8	Step 9
Description	Fee Amount	Financial Projections	Report	Justification	Submit Request

The file hello.doc has been uploaded.

The request has been submitted. Thank you!

In case, you need to upload multiple documents, please click 'Upload More Documents'.

Academic Fees
Upload More Documents
Home




**STEP 9:** With the submission of your justification document, your Fee Submission is complete and your request has been submitted!!

To check the status of your fee, scroll to the bottom of the homepage. Your fee will reside in the table below. The Record Status will indicate whether the fee is In Review, reviewed by the Fee Committee and sent for approval, approved by the BOT or Administrative Council, Returned to the Submission process, or Not Approved.

Proposed Fee - In Review	Elective Other	<b>CAREER CENTER INTERN (10)</b>			CANTRE4
Administrative Council Approved	Elective Other	<b>ClemsonQuest (39)</b>	The program fee will cover all program activities, academic support programs and program coordinator and assistant salaries. Fulltime ASC staff will also provide support.	The program fee will cover salaries, course support and a variety of on and off campus activities to nurture friendships and build a sense of community in this group of students.	JCG
Proposed Fee In Review	Mandatory Activity/Program Fees	<b>Campus Recreation Fee (111)</b>	Due to the current situation, state funding for Campus Recreation is being cut significantly. This fee will maintain current offerings	A fee increase is needed to maintain current student recreation program levels.	DIVELY
Proposed Fee - In Review	Differential	<b>MBA - Santiago, Chile (54)</b>	See attached proposal	See attached proposal	JBARNE2

Fee Archives Download Proposed Fees

ACTIVITY FEE-GRADUATE(3) View Report Download All



## Fee Increase

To submit a fee increase, select the desired fee in the “Change fee previously submitted” selection bar and select “Adjust Fee”.

### Academic Student Fee Request

#### Overview


This site provides a single location for the management of the Academic Student Fee Request process from; request,evaluation, approval and archival.

**Add new student fee**  
If a fee was not previously submitted, begin here: [Add New Fee](#)  
Limit or expand access to fees by selecting the user who submitted the fee: [Show All](#)

**Change fee previously submitted**  
To make changes, select a fee and click the button: [APPLIED MUSIC FEE-PA MAJORS\(5\)](#) [Adjust Fee](#)

**Fee Submissions in Process**  
[ESP FEE\(16\)](#)

Step 1: [Update Fee Description](#) [View Fee Description](#)  
Step 2: [Add Fee Amounts](#) [View Fee Amounts](#)  
Step 3: [Add Financial Projections](#) [View Financial Projections](#)  
Step 4: [View Report](#) [Print Report](#) (Click the browser's Back button, to return to this page.)  
Step 5: [Download Justification Template](#) [Download Sample Justification Template](#)  
Step 6: [Upload Fee Documents](#)



You will follow the same process as outline above for the new fee – making updates or changes to the existing fee, as necessary.