

## Student Fee App Instructions

[Login: Login Options - Student Fees Portal \(clemsion.edu\)](#)

Login with your Clemson Credentials.

Click “New Request.” If you have submitted prior requests in the system, you should see those here as well.

The screenshot shows the 'Student Fees Portal / Fees' interface. At the top, there is a yellow warning banner: 'Warning! You are operating in a non-production environment. Changes made here will not sync to its live production counterpart.' Below the banner, there is a navigation bar with a 'New Request' button, a search bar with a 'Go' button, an 'Export' button, and a 'Status' button. The main content area is divided into two sections: 'Upcoming Fiscal Year' and 'Other Fiscal Years'. The 'Upcoming Fiscal Year' section contains a table with the following headers: 'Fee ID', 'Fee Name', 'Owner', 'Apply Date', 'Status', and 'Lock'. The 'Other Fiscal Years' section is currently empty.

The following tabs appear:

The screenshot shows a tabbed interface with four tabs: 'Fee Information', 'Apply Fee', 'Justification', and 'Attachments'. The 'Fee Information' tab is currently selected. Below the tabs, there is a blue notification bar that reads 'Current Status: Unsaved'.

### Fee Information Tab

Enter all necessary information on this tab as requested.

This includes the name of the fee, the fiscal year this change would be applicable (this should be the fiscal year you would hope the fee becomes effective i.e., the upcoming FY), the chart field to which the revenue would be recorded, the amount of the fee (if new) or the changes needed to an existing fee, etc. The fee name and the student bill description can be different so please be mindful of any nuances you think are necessary to distinguish.

The “Executive Summary of Request” is the “elevator pitch” that allows the Student Fee Committee to easily understand the nature of the request in a succinct, narrative format.

Here is a basic, illustrative Fee Information Tab that is completed for a new fee.

# Clemson University Budget Office

Version 1.0

Last Updated 01.25.22

Fee Information | **Apply Fee** | Justification | Attachments

① Current Status: Unsaved

**Fee Details**

Fee Name  
Campus Scooter Fee

Required  
Fiscal Year  
FY2022-23

Required  
Student Bill Description  
Campus Scooter Fee

**Chart String**

Fund 15	Program 502	Account 4999	Department 5599	Class 130	Project 1500000
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**Requested Fees**

New Fee  Existing Fee  
Required: Select New or Existing Fee

Amount  
\$ 50

Per Semester  Per Credit Hour

**Apply Fees to Term**

Fall  Spring  Summer 1  Summer 2

**Executive Summary of Request**

The purpose of this fee is to reduce Vespa emissions on campus by jumpstarting a scooter service. This fee will cost full time undergraduate students who are registered in Fall and Spring semesters \$50/semester. The fee will be used to pay for a third party to service on campus scooters and also pay for increased insurance costs for the program.

After entering in the information, please be sure to save your progress by clicking the “Save Progress” button at the bottom of the screen.

## Apply Fee Tab

Enter all necessary information on this tab as requested.

This tab asks for the number of students impacted (this will drive your financial projections) and clarifies the student types, residency, and status nuances in terms of who the fee would apply to.

Fee Information | **Apply Fee** | Justification | Attachments

① Current Status: Unsaved

**Apply Fees to Student**

**Student Type**

Grad  
 Undergrad  
 Grad Assistant

**Residency**

In-State  
 Out-of-State

**Status**

Full-Time  
 Part-Time

**Estimated Impacted Students**

Fall 100	Spring 80	Summer 0	Annual 180
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**Change in Criteria**

N/A - this is a new fee.

Describe your change in criteria and associated impacts. Please explain other relevant information and nuances as it relates to the fee.

**Save Progress** **Submit for Review**

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After entering in the information, please be sure to save your progress by clicking the “Save Progress” button at the bottom of the screen.

### Justification Tab

This tab asks for the context around the student fee request.

- What is happening in your department, budget center, or the University that necessitates this fee or fee change?
- What is on the horizon in terms of the strategy the fee will support?
- What do you hope the fee revenues will accomplish, in more detail?
- What will any fee revenues generated be used for?
- What other information would you like the Student Fee Committee to know about the proposed fee or fee change as they evaluate the request?

The screenshot shows a web form with four tabs: "Fee Information", "Apply Fee", "Justification", and "Attachments". The "Justification" tab is active. At the top, a blue bar indicates "Current Status: Unsaved". Below this are five text input fields: "Current Situation", "Future Needs", "Goals and Outcomes", "Fee Utilization", and "Notes". At the bottom right, there are two buttons: "Save Progress" and "Submit for Review".

After entering in the information, please be sure to save your progress by clicking the “Save Progress” button at the bottom of the screen.

### Attachments Tab

The purpose of this tab is to gather a draft presentation of the proposed fee or fee change as well as any supporting financial analysis. To provide this information, please complete the following steps:

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- Download the PowerPoint and Excel templates and example files.
- Complete the PowerPoint template to align with the inputs made in the web app.
- Complete the Excel template to align with the fee listed on the Apply Fee tab of the web app, paying special attention to the instructions tab in the Excel template.
- Utilize the example files to prepare the presentation for the Student Fee Committee.
- Once the templates are completed, upload the files to the fee app site.
- If more attachments need to be included, upload them to additional attachments.

The screenshot shows the 'Apply Fee' tab of the web application. At the top, there are four tabs: 'Fee Information', 'Apply Fee', 'Justification', and 'Attachments'. Below the tabs is a blue status bar that reads 'Current Status: Unsaved'. The main content area is divided into four sections: 'Powerpoint Presentation', 'Financial Projection', 'Additional Attachments', and 'Notes'. Each of the first three sections has a 'Choose Files' button and a 'No file chosen' message, along with a 'Download Template' button. The 'Notes' section is a large text area. At the bottom right, there are two buttons: 'Save Progress' and 'Submit for Review'.

**Once all the information in the web app has been populated and the attachments have been completed, click “Submit for Review”. If you need to come back to the application, click “Save Progress” at any time to return to the application later.**

The Student Fee Committee will review your application and move it through the review process. The Committee may request additional changes be made your application in the web app.