AAH Summer School Policy

**SUMMER SCHOOL PROJECT NUMBERS**

✓ 1400075 – On Campus Summer School (classes are taught ON campus)
✓ 1401145 – Distributed Education; formerly known as Off Campus Summer School (classes are taught OFF campus)

**AAH’S ALLOCATION**

✓ On Campus the college receives 75% (1400075)
✓ Off Campus the college receives 90% (1401145)

**WHERE DO THE FIGURES COME FROM?**

✓ On Campus Report is sent to the Business Office from the University’s Budget Office
✓ Off Campus Report is sent to the Business Office from the Office of Distance Education

**PROJECT DIFFERENCES**

✓ **On Campus (1400075)**
  - Two terms
  - Summer II
  - Maymester /Summer I
- Report includes student information
- 75% Revenue Received

✓ **Off-Campus/Distributed Education**
  - Four Terms
  - Summer II/Minimesters C&D
  - Fall
  - Spring
  - Long Summer/Summer I/Minimesters A&B
  - Report does not include student information
  - 90% Revenue Received

**HOW IS YOUR DEPARTMENT'S ALLOCATION DETERMINED?**

✓ **On Campus**
  - 75% of revenue is received
  - Salaries/Fringe are subtracted (**these should only be salaries of the faculty actually teaching the class**)  
  - AAH keeps 50% of remaining balance and the other 50% is allocated to the department.

✓ **Off Campus**
  - 90% of revenue is received
  - Salaries/Fringe are subtracted (**these should only be salaries of the faculty actually teaching the class**)  
  - AAH keeps 50% of remaining balance and the other 50% is allocated to the department.
• WAGES are not included as salaries unless a temp is teaching a class; if this is the case it needs to be noted.

**HOW IS THE FUND BALANCES CALCULATED?**

✓ Fund Balance = Actual Revenue(s) · Actual Expense(s);
  **NOT THE BUDGET THAT WAS LOADED, REMEMBER THIS WAS ONLY A PROJECTION**
✓ Carried forward into the 430 sub-class