

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