MEMORANDUM

TO: Chancellors, Deans, and Finance/Budget Officers

FROM: Harry Bell
University Budget Director

DATE: February 18, 2013

SUBJECT: Fee Requests for FY2014

As we begin our annual budget development process for FY2014, one of the first steps is the review of our fee structure. In previous years, this review has included consideration of changes to existing fees and the creation of new fees. Due to the conversion to Banner for OneCarolina, we will not solicit new fees for the 2014 fiscal year as these require additional programming.

The web-based tool for submission of tuition and fee requests is available at http://busfinance.admin.sc.edu/budget/tools.asp. Current FY2013 fees are listed in the system. There are no changes to the system from prior years. Although the link is active for new fee submission, we will NOT accept requests for new fees. The user guide for the system is also available on the Budget Office website, or you may contact your budget analyst for assistance.

A complete listing of the University’s Board of Trustees approved tuition and fees for FY 2012-2013 is available on the Bursar’s webpage under the section titled “Fees” (see http://www.sc.edu/bursar/schedule_main.shtml). This information should be used as the basis for requesting changes in existing fees. The University’s Board of Trustees must approve all tuition and fees. Please review the full fee schedule to be certain that any fees charged by your department are included in the schedule. Information required for submission of changes to existing fees includes:

- Name of existing fee
- Current FY2013 charge
- Proposed incremental dollar increase
- Proposed 2013-2014 charge
- Percentage increase recommended
- Estimate of new revenue to be generated
- How the unit’s programs and students will benefit from these new resources
Any requests for changes to existing fees should be completed using the web-based system no later than Friday, March 15, 2013. However, due to the timing of the legislative budget process as well as the possibility of a tuition and/or enrollment caps, we understand that tuition, technology fees and board mandated fees are unlikely to be resolved until later this spring. All campuses must make all other fee requests by this deadline. By March 22, the Budget Office will provide a consolidated fee change report for review by the administration. Upon receiving recommendations and resolving questions and programming issues, a consolidated fee change report will be prepared for action by the President and ultimately by the Board of Trustees. All campus tuition rates, technology fees and board mandated fees must be completed by April 29, 2013. We will solicit that information via an Excel file.

Thank you for your attention to this important matter. Please let me know if you have any questions.