

# Program & Course Fee Review and Request



*the* FRIENDLIEST CAMPUS *in the* SOUTH

# Program & Course Fees Allowable Expenses

## [Policy IV.13 Course and Program Fee Policy](#)

### **Program Fees – Graduate Assistant Labor Policy update in process**

One (1) GAA per college can be funded through the Program Fees at the discretion of the Dean and Provost. The GAA must work to support a *direct* instructional program or to enhance the student learning experience. This GAAs is not permitted to serve as administrative office staff. Program fees can be used to pay department accreditation expenses.

### **Course Fees - Reminder**

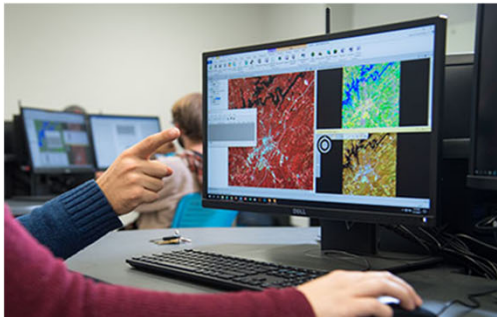
Course instructional materials are all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Technology-based materials include, but are not limited to, software programs, lesson plans, and databases. Each program has BOT approved allowable usages (ex. site licenses, maintenance of accreditation requirements, student travel, etc).

**Course fees can not be used for salaries and wages for a JSU instructor, support staff, or administrative staff (includes Graduate Assistants).**

# FY 2025-26 Budget Development

## Program & Course Fees - Part 1 (Revenue Budget)

- Departments review current Program and [Course Fees](#)
- Dean's will review prior year revenue – Run a Banner Self Service Query (must check include revenue accounts – see below)
- Discuss the new or modified proposed fees with the Provost via the Dean
- Submit the FORM 102: Program and Course Fee Request Form (if preliminary Provost approval received)



# Departmental Budget Request Budget Information

Note: Use must check include revenue accounts

🔍 New Query

Create New Query

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) > *Budget Status by Account* Query

Select Query Type

Budget Quick Query

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Values

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)


|  |   |
|--|---|
| <p>Chart*</p> <p>J Jacksonville State University</p> | <p>Index</p> <p>Choose Index</p>                                |
| <p>Fund</p> <p>10000 Current Unrestricted</p>        | <p>Organization*</p> <p>60001 VP Finance and Administration</p> |
| <p>Account</p> <p>7%</p>                             | <p>Program</p> <p>Choose Program</p>                            |

Create New Query

Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT


|                                 |                                 |   |   |
|---------------------------------|---------------------------------|---|---|
| <p>Fiscal Year*</p> <p>2021</p> | <p>Fiscal Period*</p> <p>14</p> | <p>Comparison Fiscal Year</p> <p>2022</p> | <p>Comparison Fiscal Period</p> <p>14</p> |
|---------------------------------|---------------------------------|---|---|

**Banner Finance Self Service**




FINANCE SELF SERVICE

- Finance Query
- Journals
- Requisitions
- Budget Development
- View and Approve Documents




**My Finance Query**

Create, view and share budget availability, encumbrance and payroll queries.




**My Journals**

Create and view draft, pending and completed journals and supporting documentation.



**Approve Documents**

View list of documents pending approval. Approve, disapprove, or deny.



**Delete Finance Template**

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

# Program & Course Fees Budgeting

Respective FOAP information is below. The budget is adjusted in the Dean's Budget (FOAP) to reflect the actual receipts a month after the semester start.

## Program Fees

| Fund  | Org   | Account | Prg. | Description         |
|-------|-------|---------|------|---------------------|
| 10003 | 32002 | 70000   | 40   | Art/Humanities      |
| 10003 | 35050 | 70000   | 40   | Education           |
| 10003 | 36002 | 70000   | 40   | Business            |
| 10003 | 37003 | 70000   | 40   | Prof Nursing        |
| 10003 | 37003 | 70000   | 40   | Prof Nursing        |
| 10003 | 37006 | 70000   | 10   | Prof Nurs BSN-DNP   |
| 10003 | 37006 | 70000   | 10   | Simulation Fee      |
| 10003 | 37007 | 70000   | 10   | Prof RT Fee         |
| 10003 | 41004 | 70000   | 50   | International House |

Program Revenue Account: 51290

## Course Fees

| Fund  | Org   | Account | Prg. | Description       |
|-------|-------|---------|------|-------------------|
| 10004 | 32002 | 70000   | 40   | Art/Humanities    |
| 10004 | 34002 | 70000   | 40   | Science           |
| 10004 | 35050 | 70000   | 40   | Education         |
| 10004 | 37010 | 70000   | 40   | Health/wellness   |
| 10004 | 38002 | 70000   | 40   | Human/Socia       |
| 10004 | 33001 | 70000   | 10   | Learning Services |
| 10004 | 32105 | 70000   | 10   | Honors Program    |

Course Revenue Account: 51291

# FY 2025-26 Budget Development

## FORM 102: Course Fee Request Form

**FORM 102: COURSE FEE REQUEST FORM**

Academic Unit \_\_\_\_\_

Course No. and Title \_\_\_\_\_

First Time Request     Proposed Fee

Request for Change     Current Fee     Proposed Fee

Supporting Rationale: Give rationale on a separate page. Include detailed projections of income (average number of students x cost per student) and course costs (details of costs to be covered by these fees)

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Department Head Recommendation:

Recommended                       Not Recommended

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_

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Dean's Recommendation:

Recommended                       Not Recommended

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

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Tuition and Fees Evaluation Committee Recommendation:

Recommended                       Not Recommended

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Provost Approval:

Recommended                       Not Recommended

Signature of Provost \_\_\_\_\_ Date \_\_\_\_\_

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Vice President, Finance & Administration Approval:

Recommended                       Not Recommended

Signature of Sr Vice President for Finance & Administration (SrVPFA) \_\_\_\_\_ Date \_\_\_\_\_

831623 FORM 102

- Detail your program & course fee request on [Form 102](#)
- Forward the form to the Provost.
- Approved requests will be forwarded to the Budget Committee for consolidation and Cabinet review. **January 20, 2025**
- Submit the Project Budget Line Item Request to the *FY24 Budget Development Dropbox* (percentages can be used in lieu of amounts) by **January 20, 2025**

### Project Budget Line-Item Request

| College Name                         |                                 |                      | Prepared by                      |                           |      | Ext.         |      |            |     |               |
|--------------------------------------|---------------------------------|----------------------|----------------------------------|---------------------------|------|--------------|------|------------|-----|---------------|
| Division Name                        |                                 |                      | Department/Office                |                           |      |              |      |            |     |               |
| Funding Source                       | <a href="#">Art Course Fees</a> |                      | Reviewed/Approved by             |                           |      |              |      |            |     |               |
| Funding Period                       |                                 |                      | Date                             | <a href="#">1/28/2024</a> |      |              |      |            |     |               |
| Preliminary <input type="checkbox"/> |                                 |                      | Revised <input type="checkbox"/> |                           |      |              |      |            |     |               |
| PROJECT BUDGET REQUEST               |                                 |                      |                                  |                           |      |              |      |            |     |               |
|                                      | Description                     | Account Information  |                                  |                           |      |              |      | Budget     |     |               |
|                                      |                                 | Fund                 | Orgn                             | Acct                      | Prog | Actv         | Loc  |            | %   |               |
| 1                                    | Travel Student Groups           | 10004                | 32002                            | 71040                     | 40   |              |      | 1,614.08   |     |               |
| 2                                    | Instructional Supplies          | 10004                | 32002                            | 72011                     | 40   |              |      | 100,764.50 |     |               |
| 3                                    | Maintenance Electrical          | 10004                | 32002                            | 72109                     | 40   |              |      | 100.00     |     |               |
| 4                                    | Printing                        | 10004                | 32002                            | 72503                     | 40   |              |      | 831.60     |     |               |
| 5                                    |                                 |                      |                                  |                           |      |              |      |            |     |               |
| 6                                    | SAMPLE                          |                      |                                  |                           |      |              |      |            |     |               |
| 7                                    |                                 |                      |                                  |                           |      |              |      |            |     |               |
| <b>TOTAL EXPENSES</b>                |                                 | <b>\$ 103,310.18</b> |                                  |                           |      |              |      |            |     |               |
| <b>TOTAL REVENUE</b>                 |                                 | <b>\$ 103,310.18</b> |                                  | Fund                      | Orgn | Acct         | Prog | Actv       | Loc |               |
|                                      |                                 | 10004                | 32002                            | 51291                     | 40   |              |      |            |     | 225,425.28    |
| <b>NET TOTAL</b>                     |                                 |                      |                                  |                           |      |              |      |            |     | <b>\$0.00</b> |
| Page Number                          |                                 |                      |                                  |                           |      |              |      |            |     |               |
| Jacksonville State University        |                                 |                      |                                  |                           |      |              |      |            |     |               |
| Date:                                |                                 |                      |                                  |                           |      | Approved By: |      |            |     |               |

|                |                 |                      |           |      |
|----------------|-----------------|----------------------|-----------|------|
| College Name   |                 | Prepared by          |           | Ext. |
| Divison Name   |                 | Department/Office    |           |      |
| Funding Source | Art Course Fees | Reviewed/Approved by |           |      |
| Funding Period |                 | Date                 | 1/28/2024 |      |

Preliminary  Revised

**PROJECT BUDGET REQUEST**

|   | Description            | Account Information |       |       |      |      |     |   | Budget     |
|---|------------------------|---------------------|-------|-------|------|------|-----|---|------------|
|   |                        | Fund                | Orgn  | Acct  | Prog | Actv | Loc | % |            |
| 1 | Travel Student Groups  | 10004               | 32002 | 71040 | 40   |      |     |   | 1,614.08   |
| 2 | Instructional Supplies | 10004               | 32002 | 72011 | 40   |      |     |   | 100,764.50 |
| 3 | Maintenance Electrical | 10004               | 32002 | 72109 | 40   |      |     |   | 100.00     |
| 4 | Printing               | 10004               | 32002 | 72503 | 40   |      |     |   | 831.60     |
| 5 |                        |                     |       |       |      |      |     |   |            |
| 6 |                        | <b>SAMPLE</b>       |       |       |      |      |     |   |            |
| 7 |                        |                     |       |       |      |      |     |   |            |

**TOTAL EXPENSES** \$ 103,310.18

|                      | Fund  | Orgn  | Acct  | Prog | Actv | Loc |                   |
|----------------------|-------|-------|-------|------|------|-----|-------------------|
| <b>TOTAL REVENUE</b> | 10004 | 32002 | 51291 | 40   |      |     | <b>225,425.28</b> |

**NET TOTAL** \$0.00

Page Number  
Jacksonville State University

Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

