

University Tuition, Fees and Housing Projections (non-binding)

University of West Florida

<u>Undergraduate Students</u>	-----Actual-----			-----Projected-----			
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Tuition:							
Base Tuition - (0% projected legislative increase)	\$82.03	\$88.59	\$95.67	\$95.67	\$95.67	\$95.67	\$95.67
Tuition Differential (no more than 15%)		\$5.74	\$12.80	\$29.07	\$47.78	\$69.30	\$94.04
Total Base Tuition and Differential	\$82.03	\$94.33	\$108.47	\$124.74	\$143.45	\$164.97	\$189.71
% Change		15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Fees (per credit hour):							
Student Financial Aid ¹	\$4.10	\$4.42	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78
Building/Capital Improvement ²	\$4.76	\$4.76	\$4.76	\$4.76	\$4.76	\$4.76	\$4.76
Activity & Service	\$10.68	\$11.20	\$12.67	\$13.30	\$13.77	\$13.77	\$13.77
Health	\$4.82	\$5.19	\$6.62	\$6.95	\$7.20	\$7.20	\$7.20
Athletic	\$13.65	\$14.22	\$15.91	\$16.71	\$17.30	\$17.30	\$17.30
Transportation Access	\$1.80	\$1.80	\$1.80	\$4.80	\$7.60	\$10.00	\$10.00
Technology ¹		\$4.42	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78
Total Tuition and Fees per credit hour	\$121.84	\$140.34	\$159.79	\$180.83	\$203.65	\$227.56	\$252.31
% Change		15.2%	13.9%	13.2%	0.0%	11.7%	10.9%
Fees (block per term):							
Activity & Service							
Health							
Athletic							
Transportation Access							
Total Block Fees per term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
% Change		NA	NA	NA	NA	NA	NA
Total Tuition and Fees for 30 credit hours	\$3,655.20	\$4,210.20	\$4,793.70	\$5,424.83	\$6,109.40	\$6,826.93	\$7,569.29
\$ Change		\$555.00	\$583.50	\$631.12	\$684.57	\$717.53	\$742.36
% Change		15.2%	13.9%	13.2%	12.6%	11.7%	10.9%
Out-of-State Fees							
Out-of-State Undergraduate Fee	\$408.94	\$408.94	\$408.94	\$408.94	\$408.94	\$408.94	\$408.94
Out-of-State Undergraduate Student Financial Aid	\$20.44	\$20.45	\$20.45	\$20.45	\$20.45	\$20.45	\$20.45
Total per credit hour	\$429.38	\$429.39	\$429.39	\$429.39	\$429.39	\$429.39	\$429.39
% Change		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Tuition and Fees for 30 Credit Hours	\$16,536.60	\$17,091.90	\$17,675.40	\$18,306.53	\$18,991.10	\$19,708.63	\$20,450.99
\$ Change		\$555.30	\$583.50	\$631.12	\$684.57	\$717.53	\$742.36
% Change		3.4%	3.4%	3.6%	3.7%	3.8%	3.8%
Housing/Dining							
	\$6,900.00	\$7,576.00	\$7,856.00	\$8,060.00	\$8,508.00	\$8,982.60	\$9,482.43
\$ Change		\$676.00	\$280.00	\$204.00	\$448.00	\$474.60	\$499.83
% Change		9.8%	3.7%	2.6%	5.6%	5.6%	5.6%

¹ can be no more than 5% of tuition.

³ can be no more than 5% of tuition and the out-of-state fee.

² capped in statute.

New Fee Proposal							
Fees (per credit hour):							
Student Life & Services Facility				\$4.00	\$4.00	\$4.00	\$4.00
Fees (block per term):							
Student Life & Services Facility				\$10.00	\$10.00	\$10.00	\$10.00
Undergraduate Student Impact							
Total Tuition and Fees for 30 credit hours	\$3,655.20	\$4,210.20	\$4,793.70	\$5,564.83	\$6,249.40	\$6,966.93	\$7,709.29
\$ Change		\$555.00	\$583.50	\$771.12	\$684.57	\$717.53	\$742.36
% Change		15.2%	13.9%	16.1%	12.3%	11.5%	10.7%

**State University System
Florida Board of Governors
Request to Implement a New Fee - Regulation 7.003(23)**

University: University of West Florida

Date	
University Board of Trustees approval date:	June 2010
Proposed fall implementation date (year):	2011
Description	
New fee title:	Student Life and Services Facility Fee
Amount of new fee (per credit hour if applicable):	Facility Improvement Fee - \$4.00 per credit hour
	Facilities Management Fee - \$10 block
Proposed new fee as a percentage of tuition: ¹	4.9% (full time student with 15 hours) 7.7% (part time student with 3 hours)
Purpose	
Describe the purpose to be served or accomplished with this fee:	
<p>The purpose of this fee is to fund additional local support for student life and services facilities renovation, expansion, maintenance and operations. Specifically this fee will create revenue for both</p> <ol style="list-style-type: none"> 1. facility development (per credit hour portion) and 2. facility plant operations and maintenance (block fee). 	
Demonstrable Student-Based Need / Involvement	
Describe the student-based need for the fee that is currently not being met through existing services, operations, or another fee:	
<p>The University has numerous student life and services facility needs not met by existing funding sources and opportunities that can be addressed through carefully conceived and prioritized minor projects. For example, at the request of Student Government the student center staff is currently studying options for renovating and refurbishing a student lounge facility (the Great Hall) in the University Commons. There is no funding available for the proposed Great Hall project. The facility development portion of this proposed fee (the per credit hour fee) would generate sufficient revenue to make this project possible. Additional potential projects are enumerated in Other Information below.</p>	
In addition to funds for minor projects to renovate or expand student life and services	

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facilities (such as student centers) the cost of plant operations and maintenance is not typically funded by the state when the facility is constructed in whole or part by non-PECO funds. The **facility plant operations and maintenance** portion of the proposed fee (the block fee) will fund ongoing operational costs associated with such non-PECO funded facilities without passing these costs, to the degree possible, on to the program areas housed in these facilities which are also typically student fee funded (A&S, Athletic, Health). For example, the University is currently completing CITF funded construction of a new Health and Wellness Center to house the campus Health Clinic, Counseling Center, and Health Promotions program. As a CITF constructed facility there will be no state funds provided to the University for POM (utilities, custodial, maintenance, etc.) so this cost must be borne by the Health Fee. The estimated \$70,000 annual POM expense will, at this time, come from the Student Health Fee which funds these three operations. Those funds could, if available to support the program rather than POM, provide an additional staff psychologist and help close the gap between the current staffing level and the student demand for services.

Describe the process used to assure substantial student input or involvement:

Prior to submittal to UWF's BOT the proposal was carefully vetted with the Student Government leadership. The students recognized the emerging need to find additional resources to enhance student life related facilities. The Student Senate voted to endorse the proposal and the SGA President spoke in favor of the proposal at the UWF's June 2010 BOT meeting.

In addition it is compelling to note that the SGA President attended the June 2010 BOG meeting and presented (as part of UWF's strategic planning retreat presentation) the idea for the fee and expressed the support of UWF's students.

Looking forward, the University has already reconstituted the existing CITF process to insure full student participating in managing and allocating these resources. The Student Life and Services Facility Committee has been established with 50% student membership and will be responsible annually reviewing and approving the use of the fee funds.

Student Impact

Explain the financial impact of the fee on students, including those with financial need:

This fee is designed to have differential impact on full and part-time students. A full time student taking 15 hours per semester will pay \$70.00 per term (\$10.00 block fee plus \$4.00 per credit hour). A part-time student taking 6 hours per semester (2 classes) will pay \$34.00 per term (\$10.00 block fee plus \$4.00 per credit hour). The block fee recognizes that headcount has a greater impact on facility operations and maintenance. Regardless of how many or how few hours an individual student takes he or she still has access to use the same facilities as his

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or her full time peers. To achieve approximately the same total revenue through only a per credit hour fee would require a \$5.00 per credit hour fee increasing the costs for a full time student to \$75.00 per term while reducing the costs for a part-time student (6 hours) to \$34.00. While the difference is not particularly significant we believe the combined fee is generally more equitable and favors students taking more hours per term.

Restrictions / Limitations

Identify any proposed restrictions, limitations, or conditions to be placed on the new fee:

1. The Student Life and Services Facility Improvement Fee. This fee will be assessed to all students on a per credit hour basis and will accrue toward supporting the enhancement of student life and services facilities (renovation and expansion). Funds may be used for planning, renovation, expansion, furnishing, fixtures, and equipment. Funds may be used in conjunction with other fund sources in a project (PECO, private donations, state matching, auxiliary, or other).
2. The Student Life and Services Facilities Management Fee. This complementary fee will be assessed to all students as a block fee and will accrue toward unfunded POM requirements for non-PECO funded student life and service facilities including utilities, custodial, furnishings and equipment renewal, and maintenance.

The fees shall be reviewed annually by the Student Life and Services Facility Committee (an existing student facility committee which consists of 50% student representation). The fees may be increased annually (not to exceed 5% annually) based on the recommendation of this committee through the Vice President for Student Affairs to the University President to the BOT. The funds generated by the fees shall be administered by the Vice President for Student Affairs within the same regulatory and procedural framework of any other local revenue.

Revenues / Expenditures

Annual estimated revenue to be collected:	Per Credit Hour Portion: \$1,063,950.00 Block Fee Portion: \$242,878.00
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Describe the service or operation to be implemented and estimated expenditures (attach operating budget expenditure form).

1. Per credit hour portion will be allocated as funds are available based on facility project planning vetted by the Student Life and Services Facility Committee (the committee of students, faculty, and staff designated to manage and monitor the fund). This process will be integrated into and fully compliant with the University's facilities planning and operations staff.
2. Block fee portion will be budgeted annually (as recommended by the above committee) to support appropriate POM costs including furniture, fixtures, and

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equipment cyclical replacement.

Accountability Measures

Indicate how the university will monitor the success of the new fee. Provide specific performance metrics that will be used.

Annual report of the Student Life and Services Facility Committee. This committee, already in place to facilitate CITF process, will be charged with assessment student satisfaction with the progress of facility development and enhancement.

Other Information

Other potential renovation and expansion projects include:

- Replace student center conference room dividers
- Replace student center second floor carpeting
- Refurbish and update technology resources for student center meeting rooms
- Provide for cyclical replacement of student recreation and fitness equipment
- Add second set of bleachers to University Field House
- Add appropriate outdoor storage facility to ERCCD (Child Care)
- Renovate/expand space for disabled student services program
- Renovate/expand space for student transition programs
- Renovate/expand space for career services (especially interview rooms)

This is not an exhaustive list but is intended only to demonstrate the scope of needs for such modest sized projects that are expected to have significant impact on the quality of student life and services.

If at some point in the future this fee becomes bondable the institution, working through the student input process described above, would consider utilizing the fee for new student life and services facility projects of a more comprehensive scope.

STATE UNIVERSITY SYSTEM OF FLORIDA
Statement of Revenues, Expenditures, and Available Balances
University: University of West Florida
Fiscal Year 2010-2011 and 2011-12

Fee Title:

Student Life and Services Facility Fee

	² Estimated Actual <u>2010-11</u>	Estimated <u>2011-12</u>
<u>Balance Forward from Prior Periods</u>		
Balance Forward	\$ -	\$ -
Less: Prior-Year Encumbrances	-	-
Beginning Balance Available:	<u>\$ -</u>	<u>\$ -</u>
<u>Receipts / Revenues</u>		
Fee Collections	\$ -	1,306,828
Interest Revenue - Current Year	-	-
Interest Revenue - From Carryforward Ba	-	-
Total Receipts / Revenues:	<u>\$ -</u>	<u>\$ 1,306,828</u>
<u>Expenditures</u>		
Salaries & Benefits	\$ -	\$ -
Other Personal Services	-	-
Expenses [1]	-	242,878
Operating Capital Outlay	-	-
Student Financial Assistance	-	-
Expended From Carryforward Balance	-	-
¹ Other Category Expenditures [2]:	-	1,063,950
Total Expenditures:	<u>\$ -</u>	<u>\$ 1,306,828</u>
Ending Balance Available [2]:	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

[1]: Block Fee portion designated for POM expenses

[2]: Per Credit Hour portion designated for Minor Projects as funds become available and as vetted by the Student Life and Services Facility Committee. Specific expense category will be dependent upon details of project.

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 Florida Board of Governors
 Request to Increase an Existing Fee – Regulation 7.003(2)(a)-(k)

University: University of West Florida

Date	
University Board of Trustees approval date:	December 10, 2010
Proposed fall implementation date (year):	Fall 2011
Description	
Fee to be increased:	Orientation Program Fee
Amount of current fee:	\$35.00
Incremental increase to current fee:	\$15.00
Amount of new fee:	\$50.00
Fee Approval Process	
<p>Describe the process used to determine the need for the increase, including any student involvement:</p> <p>The maximum Student Orientation Fee has been capped at \$35.00. The professional literature suggests that a comprehensive orientation program designed to acclimate students and parents to the environment, services, and expectations of the university experience contributes to student success and retention. The UWF program has expanded significantly over the past several years to now include a two day program for both students and parents that includes tours of the campus and residence halls; panel discussions on academic and student life; small group sessions on topics such as financial aid and study abroad programs; an information fair with representatives from various campus organizations; and a chance to register for classes with help from a peer counselor or staff advisor.</p> <p>The program includes significant student leadership involvement along with professional staff. Orientation is directed by an Associate Dean of Students with assistance from a Coordinator for Transition Programs but the program would not be successful without the participation of experienced students serving in executive roles. Two students are selected annually to serve as Student Coordinators for Orientation and approximately twenty-four students are selected to serve as Orientation Leaders. These students, who receive a stipend for their work, go through a rigorous training period beginning in late fall and continuing until the beginning of summer orientation session. These students are engaged in the planning and implementation process of the orientation program.</p> <p>Over time, the costs of providing the program (peer staffing costs, materials and supplies, and other expenses) have increased and some program costs have been borne by or diverted to E&G sources including the full cost of professional staff and office support services. Note that we are allowed to charge students and parents for the costs of food, lodging, and student ID card but all other costs must be absorbed either by the fee collection or charged off to other sources. The goal of increasing the base fee is to begin putting the Orientation program, to the</p>	

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Request to Increase an Existing Fee – Regulation 7.003(2)(a)-(k)

extent possible, in its own “bucket” – that is, reduce the drain on other resources while providing for future enhancement of the program.

Current Service / Operation

Explain the service or operation currently being funded by this fee and what steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase.

Orientation is required for students who are coming to the University with less than 30 credit hours or are given the type of student as "first-time in college" by admissions. It is strongly encouraged for transfer students coming to UWF with 30 or more hours. The national literature of student engagement, retention, and success suggests that a high impact student orientation program is one critical element to student retention and persistence.

First year students have two very full days of activities and information. During Orientation, students and parents receive information about the various services on campus, meet other new students, meet current students at UWF, and learn about the various opportunities available to students. This is accomplished via whole group and small group interactions with a variety of presenters. Students and parents receive a comprehensive packet of information to assist them in transitioning to the University when they return for classes in the Fall. As part of Orientation, students will see an academic advisor, build their schedule for their first semester at UWF, and register for classes.

In terms of operational efficiencies, over time the growth of the program has been supported by other resources including the professional staff salaries continuing to be fully supported by E&G funding. The increased program fee will allow additional cost recovery thereby allowing non-fee resources to be used to support other student transition program areas.

Expanded Service / Operation

Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

New Student Orientation is one important element of Student Transition Programs at UWF. These programs are collectively designed to increase student retention and success. However, the flat fee of \$35 has not kept pace with inflation. Adjusted for inflation, the program services you could provide for \$35 in 1986-87 (the first year UWF operated Orientation as an auxiliary) would cost you \$65.53 today. As an example of inflation increases over the same timeframe, minimum wage has gone from \$3.35/hour to \$7.25/hour. As a result, other resources have been applied to not only maintain, but enhance the New Student Orientation program.

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Increasing the orientation program fee will cover more of the cost of providing the program to program participants freeing resources to support the growth of other student transition services that are considered best practice in student retention and success.

Costs of the program not covered by the fee include the percentage of professional staff time dedicated to the program and the additional budget needs associated with enhanced and expanded services already incurred over time. Specific items related to expanded and enhanced services include:

- In 2004 we had 18 Orientation Leaders. To meet the growth in our freshmen class and still provide a quality orientation program we have increased our staff to 24 Orientation Leaders and two Student Coordinators.
- The increase will allow us to increase the base pay for our Orientation Leaders. The pay since 2004 has been \$750.00 for the entire summer. Since 2004 we have increased the amount of training, requirements of the job and the number of sessions we offer.
- A returning Orientation Leader has more responsibilities than new Orientation Leaders and is expected to provide a greater level of leadership and mentoring. The staff proposes to provide nominal differential compensation for these more experience peer staff.
- Student Coordinators earn \$7.25/ hour and work 10 hours a week. The intent is to increase their pay to \$8.00/hour as well as increase their office hours during the peak preparation times.
- Each year the peer staff attends the Southern Regional Orientation Workshop. Over the years the cost of transportation, lodging and conference has increased.

Specifically, the increased revenue will be used as follows

- To cover a proportionate share of the director's and coordinator's salaries (10% and 25% respectively),
- To increase funding for peer leadership by 20%, and
- To increase resources for expenses by 15%.

Impact to Student

Describe the financial impact to the typical student, including those with financial need:

The Orientation Program Fee is a one-time pre-matriculation expense for new students. The total charge for orientation includes the program fee (currently \$35) and designated direct costs (including applicable sales tax).

The program fee should cover the costs of staffing, supplies, and routine support operations. At the current time, these additional costs in excess of the participant fee have to be supplemented from other general student fees and E&G dollars.

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 Request to Increase an Existing Fee – Regulation 7.003(2)(a)-(k)

Direct costs charged to the student beyond the program fee include:

- The student ID card,
- Food (four meals and snacks), and
- Lodging (double occupancy residence hall)

Revenues / Expenditures

Current annual revenue collected:	Projected for 2010/11: Student Fee \$60,375 Guest Fees \$54,000 Food/Housing Fees \$76,860 TOTAL REVENUE \$191,235
Incremental annual revenue to be collected:	\$25,875 additional student fee (based on projected 2010/11 attendance) See note 3 in Other Information below.

Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

Total revenue for the last fiscal year (2009/10) was \$182,200. When the revenue associated with guest expenses and student food and lodging is disaggregated the orientation program fee generated approximately \$57,000 for FY2009-10. It is estimated that \$60,375 will be collected in FY2010/11. The total base program expenditures charged against this revenue include:

- OPS (for peer leaders stipends)
- Postage and shipping
- Telecom
- Printing
- Office Supplies
- Peer leaders (student) staff shirts
- Travel (training for peer leaders/national orientation program)

Other Information

Notes:

1. The University has, to date, accounted for both program and direct fees and expenses in the same department finance records for orientation therefore account records show all revenue and expenses not just the program fee and program expenses.

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2. The orientation program overlaps the fiscal year with the peak of actual sessions occurring in June, July and August. Most of the revenue is collected prior to June 30 while most of the expense is paid out after July 1. This results in end of fiscal year balances that do not accurately represent the cash reserves of the fund. For example, the beginning balance for the current fiscal year was \$81,011 but after charges for food service and housing for the summer 2010 sessions posted the cash balance declined to \$25,900. Registration for summer 2011 sessions has already begun and revenue is being collected. Because we expect greater numbers of students for the 2011 sessions the ending balance projection is higher.
3. Note that the 2011-12 budget is based on the assumption of a full year. In fact future students registering now for new student orientation for summer 2011 (to matriculate Fall 2011) will pay the current fee. Students registering for orientation sessions in Fall 2011 for matriculation in Spring 2012 and beyond will pay the new fee. Due to this assumption the actual revenue will be less for this year. Expenses will not be incurred beyond the actual revenue. Full benefit of the new rate will not be realized until 2012-13.

STATE UNIVERSITY SYSTEM OF FLORIDA
Statement of Revenues, Expenditures, and Available Balances
University: University of West Florida
Fiscal Year 2010-2011 and 2011-12

Fee Title: Orientation Program Fee

	<u>Estimated Actual</u> <u>2010-11</u>	[1]	<u>Estimated</u> <u>2011-12</u>
<u>Balance Forward from Prior Periods</u>			
Balance Forward	\$ 81,011		\$ 88,717
Less: Prior-Year Encumbrances	-		-
Beginning Balance Available:	\$ 81,011	[2]	\$ 88,717
<u>Receipts / Revenues</u>			
Program Fee Collections (Estimated through 06.30.2011)	\$ 60,375	[3]	86,250
Direct Cost Pass-through	\$ 130,860	[4]	141,650
Interest Revenue - Current Year	-		-
Interest Revenue - From Carryforward Balance	-		-
Total Receipts / Revenues:	\$ 191,235		\$ 227,900
<u>Expenditures</u>			
Salaries & Benefits	\$ -		\$ 23,825
Other Personal Services	29,610		35,532
Expenses	147,500		169,625
Operating Capital Outlay	-		-
Student Financial Assistance	-		-
Expended From Carryforward Balance	-		-
¹ Other Category Expenditures:	6,419		8,000
Auxiliary Overhead Charge			
Total Expenditures:	\$ 183,529		\$ 236,982
Ending Balance Available:	\$ 88,717	[2]	\$ 79,635

[1] Note 2011-12 budget is based on the assumption of a full year. In fact future students registering now for new student orientation for summer 2011 (to matriculate Fall 2011) will pay the current fee. Students registering for orientation sessions in Fall 2011 for matriculation in Spring 2012 and beyond will pay the new fee. Due to this assumption the actual revenue will be less for this year. Expenses will not be incurred beyond the actual revenue. Full benefit of the new rate will not be realized until 2012-13.

[2] The orientation program overlaps the fiscal year with the peak of actual sessions occurring in June, July and August. Most of the revenue is collected prior to June 30 while most of the expense is paid out after July 1. This results in end of fiscal year balances that do not accurately represent the cash reserves of the fund. For example, the beginning balance for the current fiscal year was \$81,011 but after charges for food service, housing, and ID cards for the summer 2010 sessions posted the cash balance declined to \$25,900. Registration for summer 2011 sessions has already begun and revenue is being collected. Because we expect greater numbers of students for the 2011 sessions the ending balance projection is higher.

[3] The University has, to date, accounted for both program and direct fees and expenses (food and lodging) in the same department finance records therefore account records show all revenue and expenses not just the program fee and program expenses.

[4] Includes guest fees, and associated food and lodging expenses collected.