Instruction Guide for Planning Program Fees and Differential Tuition

Who should use this guide:

Departmental and/or College financial planners that manage program fees and differential tuition.

Purpose:

Project program fee gross revenue, financial aid, institutional assessments, and operational costs for current year and future years using the Operating Budget Module (Budget and Transfer Tab) and Labor Planning Module to develop a Profit and Loss Statement by Organization and by Planning Fund.

Resources:

- **Budget & Planning System Website**: Review the General Planning Information> All Funds Supporting Documents and Resources page for the latest planning assumptions (includes FAS and SBA rates) and any other pertinent information.
- **Program Fee Resources & Differential Tuition Resources** on Academic Administration website.
- **Analytics>Student>Course and Fee Management Dashboard>Program Fees & Differential Tuition Dashboard**: Useful to refer to program fee activity by account and budget shell code. Also has information about financial aid.
- **Budget Object and KFS Crosswalk** Axiom reports are useful to help translate KFS Object Codes and Accounts into Axiom dimensions.
Process Steps:

1. **Plan gross revenue**

**Open Operating Budget Module > Budget Tab**

Enter Revenue on Budget Object B0090-Program Fees and Differential Tuition

- Current year Forecast will auto calculate by Actuals to date (July-Jan) plus forecast of Jan-June based on actuals. You can adjust the current year with an input in the “Forecast Adjustment” column.

- Proposed Budget for next year and future years is a total amount input and should equal **gross** Program Fees & Differential Tuition (before any financial aid set aside).

2. **Plan Financial Aid Set Aside (FAS) and Strategic Budget Allocation (SBA) Transfers:**

Use the PFDT Assessment Calculation Worksheet available in the Operating Budget Module’s resources page to assist in the calculation of FAS and SBA amounts. Current percentages for ABOR mandated set aside (FAS), and Strategic Budget Allocation (SBA) are also listed in the Planning Assumptions document.

**Open the Transfers Tab in the Operating Budget Module**

Go to Transfer Tab > Transfers Out > Insert Additional Transfer Out >
For the **SBA** transfer: Select the External Org Transfer
For the **FAS Transfer**: Select the Internal Org Transfer In
Enter the SBA and FAS rates in the “comments” sections for each transfer.

Once all transfers are input, click Save. You’ll then notice that a red x appears. This red x will go away once the other department updates the transfer from their end. To help speed up the review process, we’d recommend you attach the calculations using the paper clip icon in the top left of the screen.
3. Plan Financial Aid Set Aside (FAS) and Strategic Budget Allocation (SBA) Transfers:

Once Revenues and Transfers have been planned, go back to the Budget Tab and begin planning the operating expenditures for current cycle budget years. KFS Budget Codes codes have been consolidated in Budget Objects. You can refer to the Budget Object Crosswalk for more information. You will need to plan for each budget object in each budget group as it applies to your organization’s program fee & differential tuition. Plan for expenditures so the net change is zero.

The salaries, wages, and ERE for the current year, next year, and future years are planned in the Labor Planning Module and will flow to the Operating Budget Module.

Remember, once all transfers, operating expenses, payroll, wages, and ERE have been planned, the net change should equal zero. Program Fee revenue should be spent in the year collected which is why the net change each year is zero.

Congratulations, you have completed the budget planning process for program fee and differential tuition!

Revised October 2022