



Fee Work Group II Report

Clayton State University
Suggested items for template for Miscellaneous Fee Form
Fiscal Year 2018

Name of Fee: Graduation Fee

Fee Type: Student

Office Responsible for Fee: Registrar's Office

Amount of fee: \$35

Basis (per term, one time, etc.): one time

Purpose of the fee (explain need or benefit for operations/student): Covers the evaluation of the students academic record for degree completion.

Explain use of the fee including major items funded by the fee:

Covers the personnell costs associated with one evaluator, and the miscellaneous costs associated with the evaluation and diploma

Revenue in FY 2018:

Expenditures in FY 2018

Surplus amount and suggested use: NA

Point of Contact for questions: Rebecca Gmeiner

Name: Rebecca Gmeiner

Phone: 678-466-4154

E-mail: rebeccagmeiner@clayton.edu

For more information on how this fee is used and related financial data, please go to:
Annual Review of Fee Usage.

Form Submitted By: Rebecca Gmeiner

Date: 10/26/2018

Date: 10-31-18

VP/Dean/Director

Fee Work Group II Report

Clayton State University Suggested items for template for Miscellaneous Fee Form Fiscal Year 2018

Name of Fee: Transcript Fee

Fee Type: Student

Office Responsible for Fee: Registrar's Office

Amount of fee: \$5.00

Basis (per term, one time, etc.): one time per transcript copy

Purpose of the fee (explain need or benefit for operations/student): Provides electronic and paper transcripts for current and former CSU students.

Explain use of the fee including major items funded by the fee:

Covers the personnell costs associated with one cler, and the miscellaneous costs associated with the transcript and office supplies.

Revenue in FY 2018:

Expenditures in FY 2018

Surplus amount and suggested use: NA

Point of Contact for questions: Rebecca Gmeiner

Name: Rebecca Gmeiner

Phone: 678-466-4154

E-mail: rebeccagmeiner@clayton.edu

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VP/Dean/Director

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**Graduation Application Fee
Transcript Fee**

Miscellaneous Fee Committee
October 26, 2018



Graduation Application Fee

- The \$35 fee covers the costs associated with the review of a student's record for degree completion and the OSE associated with the graduation evaluation process.
- Paid at the time the student submits his/her graduation application
- Graduation candidates are permitted to move their graduation date 2 times without paying a new fee
- Graduation candidates who change to a different major/degree after the initial review must pay an additional \$35

DREAMS . MADE REAL .



Graduation Application Fee Usage

- Covers the salary and benefits of the Graduation Evaluator & Coordinator (86%)
- OSE associated with the process (14%)

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Graduation Application Fee Historical Data

FY	BUDGET	REVENUE	EXPENDITURES
2014	\$50,000	\$48,227	\$52,161
2015	\$50,000	\$48,227	\$49,344
2016	\$47,216	\$47,614	\$44,598
2018	\$45,000	\$47,170	\$43,302

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Transcript Fee

- Credential Solutions processing vendor.
- Unofficial copies are available from the DUCK at no expense to the student
- \$7.50 for an electronic transcript which is processed and delivered 24/7 (Credentials keeps \$2.50)
- \$10 (\$5.00 for the transcript plus \$4.80 processing and mailing) for a paper copy mailed by Credentials. (Credentials keeps \$4.80)
- USP – FedEx and Expedited services are an additional fee paid by the requestor.
- \$17.50 for a rushed transcript for same day pickup. (Credentials keeps \$2.50).

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Transcript Fee Historical Data

FY	APPROP BUDGETED	REVENUE	MAY & JUNE REVENUE*	EXPENDITURES
2015	\$60,000	\$60,495	\$4,385	\$58,559
2016	\$55,000	\$54,563	\$4,123	\$54,563
2017	\$55,000	\$44,417	\$7,747	\$36,335
2018	\$55,000	\$54,258	\$7,557	\$42,336

*We generally see a bump in the revenue collected during the months of May and June. However, we do not actually receive the funds from Credentials Solutions in time to spend during the FY.

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Transcript Fee Usage

- Funds one staff position (100%)
- Partially funds one professional staff position ($\approx 25\%$)
- Operating Supplies & Expenses associated with transcript services.

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