

Clayton State University

Miscellaneous Fee Form

Fiscal Year 20

Name of Fee: Graduate Application Fee

Fee Type: Miscellaneous Fee

Office Responsible for Fee: Office of Recruitment & Admissions

Amount of Fee: \$50

Basis (per term, one time, etc.): Per application submitted

Purpose of the fee (explain need or benefit for operations/student): It is a processing fee for graduate admission applications. The Fee helps to cover the administrative costs associated with staffing a full-time position whose primary responsibilities include graduate student recruitment activities and processing graduate applications for Clayton State University. These are critical functions for the division. The School of Graduate Studies has two staff members and, in addition to admission-related processes, the division is responsible for other activities such as academic standing, statistical analysis, and graduation. This fee is also used to support advertising and outreach efforts for all graduate programs in collaboration with Marketing & Communications.

Explain use of the fee including major items funded by the fee: The fee funds part of the salary for the above-mentioned full-time staff member in the School of Graduate Studies.

Revenue in FY20: \$41,875.00

Expenditures in FY20: \$25,480.67

Surplus amount and suggested use: \$16,394.33

Before COVID-19, the School of Graduate Studies was in the midst of expanding recruitment travel to undergraduate institutions throughout Georgia and South Carolina as well as graduate school fairs throughout the two states. All recruitment travel was halted in March 2020 due to COVID-19, causing a chunk of these funds to unexpectedly be left over. In addition, advertising campaigns with University Marketing & Communications were executed using year-end money from the Division (Enrollment Management) instead of these funds. Other advertising and marketing efforts were launched over the summer, but using FY21 funds from this account.

Point of Contact for questions:


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For more information on how this fee is used and related financial data, please go to: [Annual Review of Fee Usage](#)

Form Submitted By:  Will Brown Date: 12/03/2020

VP/Dean/Director: 
Stephen Schultheis (Dec 3, 2020 15:41 EST) Date: Dec 3, 2020






FY21 Misc Fee - GR App Fee

Final Audit Report

2020-12-03

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