

2012-13 Fees and Rates Process Calendar

YEAR	MONTH	DAY	TASK
2011	December	09	2012 Summer Session Tuition and Registration Fees approved by Board of Trustees.
		19-21	University Planning and Budgeting distributes fees and rates spreadsheets and worksheets to budget/finance officers for course and lab fees, service fees and departmental service fees.
		22-31	Divisions distribute fees and rates spreadsheets and other worksheets to departments for updates.
2012	January		Divisions conduct internal review of all fees and rates, revenue and expenditure plans, and fund balances in order to request approval for 2012-13 course and lab fees, service fees and departmental service fees.
AA only	February	1	2012-13 proposed Academic course and lab fees, service fees and departmental service fees, including revenue forms due from Colleges to Academic Affairs (using form ABO-AFF or Academic Budget Office-Academic Fee Form).
AA only		1-16	Academic Affairs Division prepares for internal review of all 2012-13 fees and rates, revenue and expenditure plans, and fund balances by Academic Fee Committee.
AA only		24	Academic Fee Committee meets to review fees and rates proposals for Academic Fees.
	March	16	All proposed material changes to fees and rates are due to University Planning and Budgeting.
		30	All proposed fees and rates changes are due to University Planning and Budgeting.
AA only	April	1	Deadline for departmental updates to course and lab fees in Banner.
			University Planning and Budgeting prepares documents for review by the University Fee Committee*
ESS only			Housing and Dining rates approved by the Board of Trustees.
			University Fee Committee* reviews fees and rates proposed changes.
	June		President seeks Board of Trustees approval for tuition rates, mandatory student fees and other academic program fees (EE programs with the exception of Summer Session).
			University Planning and Budgeting seeks advice from the President's Cabinet and President's approval for course and lab fees, service fees and departmental service fees.
	July		University Planning and Budgeting posts approved fees and rates to UPB website and coordinates publication and distribution to select areas of campus.

* Formerly the Budget Working Group