

Engelmann Hall 210
P.O. Box 413
Milwaukee, WI
53201-0413
414 229-4586
ckluge@uwm.edu

DATE: December 1, 2021
TO: Unit Business Representatives
FROM: Cindy Kluge, Office of Financial Planning & Analysis
RE: 2022-23 User Fees and Special Course Fees Budgets

Attachments: 2022-23 Planning Assumptions, Special Course Fee Annual Deadlines *UW System Administrative Policy 825: Special Course Fees*

This memo communicates instructions and deadline dates for completing user fee and special course fee budgets.

User fees are charges for products or services not included in tuition, segregated fees, or auxiliary fees for services. User fees should be set at levels that cover the expected costs.

Special course fees are fees charged to students to pay for certain instructional costs.

- Special course fees are governed by UW System policy: see the attached ***UW System Administrative Policy 825*** for additional guidance on special course fees.
- Note that special course fees ***may not be used for salaries and wages*** for any university instructor, support staff or administrative staff.
- Special course fee funds may only be used for the purposes for which they were intended. If cash balances are accumulated, future special course fees should be adjusted to eliminate the balances.

Resources in Office 365 SharePoint [Link to Divisional Budget Folders](#) (click link to access)

Located in each division's budget folder are the following documents:

- Divisional Budget Templates
- Detail fee schedules

Divisional Budget Templates – Divisional budget templates for both Funds 128 (non-Auxiliary) and 136 can be found in the excel workbook. Please use this workbook to submit divisional budgets for these funds by the due date for each fund.

Enter program revenue budget amounts into the appropriate budget system:

- Salary amounts should be entered into the Compensation Administration Tool (CAT)

- Non-salary amounts should be entered into Plan UW.

Amounts **must** agree with the Divisional Budget Templates. You may build these budgets in individual orgs in the appropriate budget system or build totals in a division-wide org, such as XX-98XX.

Updating Detail Fee Schedules

Download the Excel workbook for your division from Office 365 SharePoint. In your file there will be a worksheet for each type of fee in your division: User Fees, Special Course Fees and/or Facility Use Fees.

To update each worksheet:

Fill in the “Proposed 2022-23” column, highlighting any new or changed fees.

For new fees, insert a new row in the proper numerical sequence by org or course number. Copy the formulas in the change columns into the new row.

To delete a fee, enter a "0" in the “Proposed 2022-23” column.

Mark an "x" in the last column for any fees generating revenue of \$10,000 or more.

When finished, upload file to the “**Final**” folder in Office 365 SharePoint.

Complete and submit appropriate forms as indicated below:

- **Form A, New Fee** – Complete for all new fees. Information added to user fee schedule must agree with this form.
- **Form B, New Fee – Competition with the Private Sector** – Complete if the new fee may be in competition with the private sector. See [Procedure 1.3.1, Section II E](#) for criteria. Higher education institutions such as Marquette, MATC, or Concordia are *not* considered “private sector” competitors. Special course fees are not subject to the “private sector” competition review.
- **Form C, Change in Existing User Fee** – Complete if an existing user fee increases or decreases by 5% or more. Fees in the same org which are changing by the same amount for the same reason may be grouped on one form. Be sure to list all affected fees on the form.

Scan completed, signed Forms A, B and C in the same numerical sequence as on the fee schedule and email to obp-budget@uwm.edu. Retain signed originals in the department or division office in case of audit.

Additional Guidance on Special Course Fees and Facility Use Fees

- **Special Course Fees**

Each School/College enters special course fees, as approved by FP&A, into the PAWS Schedule of Classes.

Special course fees are published in the online Schedule of Classes. Please see the attached “Special Course Fees Annual Deadlines” for important dates and deadlines for the Schedule of Classes.

Special Course fees submitted for the 2022-23 budget may be charged as early as the Fall 2022 term.

Distance Education fees should be submitted to the Office of the Provost for approval.

- **Facility Use Fees**

Refer to [Procedure 1.3.4, Facility Use Fees](#) on the FP&A website for additional information about setting fees. The Controller’s office establishes the per square foot rate, used to determine Facility Use Fees. The current 2021-22 rate is \$15.00/sq. ft./year. The Controller’s office will communicate an updated 2022-23 rate in January.

Due Dates

Central Support & Administrative units listed below should upload their user fee and non-auxiliary account information to the Office 365 SharePoint *Final* folder by **Wednesday, January 5, 2022**:

GEA	Graduate School
FAA	Office of Research
Student Affairs	UWM Libraries
Enrollment Management	
Academic Affairs	

The deadline for **all Schools and Colleges** to upload their user fee and non-auxiliary account information to the Office 365 SharePoint *Final* folder is **Wednesday, January 26, 2022**:

Any divisional requests for changes made after the respective deadlines may not be incorporated into the 2022-23 Red Book budget.

For any questions about this memo, this process, fees, or for technical assistance, contact Luyao Jiang, jiang44@uwm.edu.

University of Wisconsin - Milwaukee

2022-23 User Fee and Non-Auxiliary Programs Planning Assumptions

- **Compensation Increases:**
 - Assume 2% pay plan increases, effective 1/1/22 and 1/1/23, will be implemented.
 - 2021-22 Estimated Actuals: 1% effective increase (on top of current rates)
 - 2022-23 Budget: 2% increase (on top of 2021-22 Estimated Actuals)
- **Fringe benefits:** Should be budgeted based on the unit's actual experience rate.
- **Inflation:** Projected 2.3% increase for 2022-23. When available, use historical cost data instead of the overall projected rate.
- **Health insurance costs:** Per Department of Employee Trust Funds (ETF), employer costs for calendar year 2022 will increase by 2.5%. For 2022-23, assume a 3% increase.

University of Wisconsin - Milwaukee

2022-23 Non-Auxiliary Programs Special Course Fees Annual Deadlines

This document provides information on annual deadlines for the approval of new or revised special course fees for the next academic year and the deadline for entering these fees in the Schedule of Classes (PAWS) for each term.

Special Course Fees

Any new/changed/deleted fees must be sent to the **Office of Financial Planning & Analysis (FP&A)** for review and approval. Annually, as part of the operating budget development cycle, FP&A will send additional detailed instructions including specific due dates, as part of the User Fees/Special Course Fees budget memo.

Schedule of Classes (PAWS)

Special course fees that have been approved by FP&A need to be entered into the Schedule of Classes (class notes information) for each term by the deadlines established by the **Registrar's Office**. Exact dates for each term can be found by clicking this link [SOC Development Timelines](#). Note that after the enrollment phase begins, no special course fee changes will be approved for that term.

Approval of **Distance Ed Fees and fees- in- lieu of tuition** is handled by the Provost's office. The same Schedule of Classes deadlines apply.

UW System Administrative Policy 825 (formerly G29)

Special Course Fees

Revised: April 7, 2006

I. Background

The Board of Regents of the University of Wisconsin System is empowered to establish special course fees under the provisions of [s. 36.27\(1\)](http://docs.legis.wisconsin.gov/document/statutes/36.27(1)) ([http://docs.legis.wisconsin.gov/document/statutes/36.27\(1\)](http://docs.legis.wisconsin.gov/document/statutes/36.27(1))), [Wis. Stats.](http://docs.legis.wisconsin.gov/statutes/prefaces/toc) (<http://docs.legis.wisconsin.gov/statutes/prefaces/toc>). This policy outlines procedures for establishing and approving special course fees for credit courses.

II. Policy

Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained by students; and private lessons provided to non-music majors.

Special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.

Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget. Examples of prohibited uses are included in the [Appendix](https://www.wisconsin.edu/uw-policies/825-appendix/) (<https://www.wisconsin.edu/uw-policies/825-appendix/>).

University students sometimes incur personal expenses by directly purchasing required, recommended, and optional instructional materials in support of their educational experience. These personal or incidental expenses do not typically require approval as a special course fee unless the institution collects fees from students to facilitate payment for goods and services needed for a course. Some examples of personal expenses include: textbooks and course supplies purchased from the university bookstore; food, lodging, and incidentals on field trips; and transportation to sites for student teaching and clinical assignments.

III. Procedures

The following are procedures for assessing a special course fee:

A. Approval and Notification

The Chancellor or his or her designee(s) must approve all special course fees and must document and maintain records of that approval. Each institution should develop a standard approval process. Institutions shall notify students of all approved special course fees in the university catalog/bulletin and/or timetable/class schedule prior to registration.

B. Fee Collection

Institutions shall bill students for all approved special course fees through the university billing process. Institutions are prohibited from collecting special course fees in the classroom, and faculty or instructors may not collect fees from students.

C. Fee Expenditures

Institutions may use special course fee funds only for the purposes for which they were intended. Institutions that accumulate cash balances from special course fees shall adjust future special course fees to eliminate the balances.

D. Accountability

Institutions shall establish appropriate procedures and records to account for special course fee revenues and expenditures. Institutions must audit special course fees on a regular basis.

Appendix (<https://www.wisconsin.edu/uw-policies/825-appendix/>)

Renee Stephenson
Assistant Vice President of Budget Development and Planning
☎ (608) 263-4422
✉ rmstephenson@uwsa.edu

1752 Van Hise Hall
1220 Linden Dr.
Madison, WI 53706

SYS 825: Appendix

The following are situations in which institutions SHALL NOT charge students special course fees:

- A. For salaries and wages for any university instructor, support staff, or administrative staff.
- B. For the normal consumption of materials purchased by the university for use by students in activities that are integral to credit course instruction, such as glassware used by students enrolled in chemistry courses.
However, institutions MAY:
 - 1. Collect a deposit in order to ensure the return in reasonable condition of university equipment and supplies temporarily assigned to a student.
 - 2. Recover costs from an individual student when the institution provides resources to the student beyond those provided to all students in a course, such as when the student chooses to upgrade materials or complete optional course requirements. The institution must notify the student beforehand that a choice to upgrade materials will result in an additional charge.
- C. For standard equipment and maintenance, such as desks, blackboards, computer projection equipment, fitness equipment, or other standard equipment used for instructional purposes.
- D. For typical instructional handout materials, such as syllabi, assignments, or examination materials.
- E. For the purchase of laptops, the use of computer and other laboratory equipment, operating system software, computer maintenance and related supplies, or expenses covered by the student technology tuition surcharge fee.
- F. For honoraria.
- G. For health and/or safety equipment required in carrying out course activities, such as equipment required by the Occupational Safety and Health Administration, including but not limited to safety shields, respirators, and eye wash equipment.
- H. For other course supplies or materials that could reasonably be expected to be covered by an institution's regular instructional budget.

STEFAN FLETCHER

Director, Administrative Policies and Special Projects
1752 Van Hise Hall
1220 Linden Dr.
Madison, WI 53706

☎ 608.262.8939

✉ sfletcher@uwsa.edu