



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 2, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-11
Distributed via Campus Email

To: Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Tuition & Fee Changes for the 2008-2009 Fiscal Year

It is time to submit all tuition and fee changes, including field trip/study abroad fees, for review for the next fiscal year. Our authority to establish tuition and fee rates is contained in the Texas Education Code. Those laws require us to seek Board of Regents' approval for all fee changes. In order to complete our submission in a timely fashion, we will need you to meet the following schedule:

October 31, 2007	Tuition & fee submissions are due to the Office of Business Affairs
November 9, 2007	Required departmental meetings seeking student input on all fee changes should be complete. The agenda for each departmental meeting should include a report of how last year's funds were used, an explanation of any fee changes, and a question/answer period.
December 3, 2007	University Tuition & Fee Advisory Committee will consider fee requests
January 30, 2008	Student Forum will be held for University-wide changes
End of January 2008	Tuition & fee submissions are due to The Texas A&M University System

This year, units with any tuition or fee charge will need to submit one of two documents:

1. No tuition or fee change: A report describing the revenue and expenditures from 2006-2007 is required with an accompanying description as to how the fees were utilized to achieve the University's mission. In particular any new initiatives that were undertaken with fee monies should be noted and fully disclosed. A report format is attached for your use. It is the last tab on the accompanying spreadsheet. This document is due November 9, 2007.
2. Tuition or fee change request for 2008-2009: Completion of the attached fee request packet, including a fee request form, a completed account profile form, and a narrative justifying the need for the fee change. Be sure to utilize the appropriate fee request form. Look at the bottom tab on the attached spreadsheet to identify it. The fee change packet is due October 31, 2007. The packet must be supplemented after the required departmental meeting is held with (a) sign-in sheets from the required meeting, (b) minutes of the meeting approved by the departmental administrator, and (c) any handouts distributed at the departmental meeting. This supplement is due November 9, 2007.

Late submissions will not be accepted without prior approval from the Vice President for Business Affairs. Questions regarding the tuition & fee process are welcome. Please feel free to contact me at 2150.

xc: Dr. George C. Wright