



Sent Via E-mail

MEMORANDUM

Date: September 6, 2005
To: Vice Presidents, Deans, Department Chairs, and Other Administrative Personnel
From: Kerry L. Kennedy
Subject: Annual Update: Incidental Fees - Charges - Laboratory Fees - Supplemental Fees

It is time for the annual update of incidental fees, charges, laboratory fees and supplemental fees for fall 2006, including the proposed establishment of new fees or charges and increases or decreases in previously approved fees or charges. Requests to establish incidental fees and charges must be submitted to UT System in November for approval by the Board of Regents at the February 2006 meeting. In order to meet these deadlines, please submit all forms **electronically** by the following dates:

- **Monday, September 26th** - Requests due electronically to appropriate Vice President, Vice President's Budget Office and copied to Sue McManus
- **Monday, October 3rd** - Approved documents due from VP offices electronically to Sue McManus

Attached are the currently approved incidental fees and charges, laboratory fees, and supplemental fees for UTSA. Please review all fees pertaining to your area and complete and

submit an **Expenditure Analysis** (attached) for each current fee or charge showing how the fees have been spent in the past fiscal year. Please send the Expenditure Analysis forms in a separate email from the Cost Justification forms to the above contact people.

If you wish to **increase** a fee or propose a **new** fee, you must provide a **Cost Justification** (attached) to demonstrate that the fee reasonably reflects the cost to the university of materials and/or services for which the fee is to be collected. U.T. System has authorized components to have both a lab fee and an equipment users fee for a course, as long as the lab fee is used for recovering only supply costs. A sample submission format is attached and is to be used for incidental fees, charges and laboratory fees.

Fees requests received past the deadlines will **not** be accepted.

U.T. System requires the involvement of a student committee in the approval of these fees. VPSA will coordinate, as in the past, the oversight for the various Student Fees Committees (Incidental, Library, ASF (Automated Services Fee) and Advising), to review all fee proposals. Additionally the Student Tuition and Fee Committee will review all Incidental Fee increases and new fees in context of all university fees for 2006-07.

All recommendations for proposed fee changes must be submitted to the President. All new fees must also be approved by the Board of Regents. The Incidental Fees Committee will be meeting

in October and November. You may be asked to make a presentation to that committee in support of your request.

If you have any questions regarding the justification for a fee or charge, please contact your Vice President's Budget Office.

Attachments: Expenditure Analysis – 2004-2005 (to be completed for each existing fee)
Cost Justification – fall 2006 (to be completed for any additions or changes)
Incidental Fees and Charges, 2004-2005
Course Specific Fees, 2004-2005
UTSA Course Fees – fall 2005 (supplied by the Admissions Office)

xc: Dr. Ricardo Romo
Dr. Guy Bailey
Dr. Rosalie Ambrosino
Ms. Pamela Bacon
Mr. Marty Baylor
Ms. Ysabel Trinidad
Ms. Sue McManus