



OHIO UNIVERSITY

M E M O R A N D U M

Date: January 20, 2023
To: CFAOs
From: Budget Planning and Analysis and the Provost's Office
Subject: FY 2024 Student/Course Fee Adjustment Process

As part of our annual budget process, it is time for planning units to request new fees or adjustments to existing fees falling into three categories: academic course-related fees, broad-based fees and user fees, charges, and fines. Fees can be created or changed on an annual basis during the budgeting process. All fees and changes to established fees must be approved by the Ohio University Board of Trustees.

The attached guidelines and procedures (and associated forms) were prepared to help units / departments determine the category of fees and to provide an understanding of the review/approval process.

The Planning Unit Head is expected to review and approve all fees that a unit charges. Planning Unit Heads can approve optional, voluntary fees/charges that are not course specific but add to the student experience. **Planning Unit Heads must provide a listing of these voluntary, non-course specific fees to the Bursar by February 3, 2023.**

Budget Planning will review the fee proposals and make a recommendation to the Executive Budget Group (and ultimately the President/Board of Trustees). The fees are presented at the April Board of Trustees Meeting for final approval. The Budget Office will inform the CFAOs of the decision after the final vote of the BOT.

Submission Details – submit by :

Student Fee Proposals for broad-based fees and user fees, charges, and fines to Budget Planning and Analysis budgetplanning@ohio.edu by Friday, February 3, 2023.

Course Fee Proposals by Friday, February 3, 2023 to the Associate Provost for Academic Budget and Planning, dayj@ohio.edu.

NOTE: Requests from Regional Campuses should be submitted to Rosanna Howard, stclairr@ohio.edu.