Program & Course Fee Review and Request

JAX STATE
Jacksonville State University

January 2024

the FRIENDLIEST CAMPUS in the SOUTH

Program & Course Fees Allowable Expenses

Policy IV.13 Course and Program Fee Policy

Program Fees – Graduate Assistant Labor Policy update in process

One (1) GAA per college can be funded through the Program Fees at the discretion of the Dean and Provost. The GAA must work to support a _direct_ instructional program or to enhance the student learning experience. This GAAs is not permitted to serve as administrative office staff. Program fees can be used to pay department accreditation expenses.

Course Fees - Reminder

Course instructional materials are all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Technology-based materials include, but are not limited to, software programs, lesson plans, and databases. Each program has BOT approved allowable usages (ex. site licenses, maintenance of accreditation requirements, student travel, etc). _**Course fees can not be used for salaries and wages for a JSU instructor, support staff, or administrative staff (includes Graduate Assistants.**_

FY 2024-25 Budget Development

Program & Course Fees - Part 1 (Revenue Budget)

- Departments review current Program and Course Fees

- Dean's will review prior year revenue – Run a Banner Self Service Query (must check include revenue accounts – see below)

- Discuss the new or modified proposed fees with the Provost via the Dean

- Submit the FORM 102: Program and Course Fee Request Form (if preliminary Provost approval received)
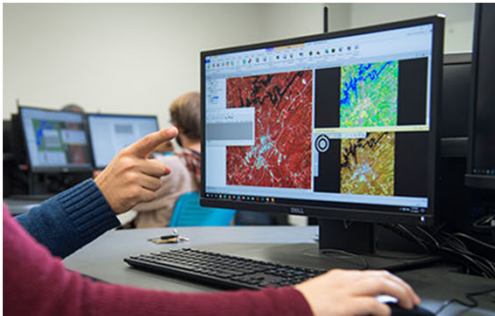
Departmental Budget Request Budget Information

Note: Use must check include revenue accounts

Open Banner Self-Service > Click My Finance Query > Click New Query > *Budget Status by Account* Query

Search Query 🔍   New Query

Create New Query

Select Query Type

Budget Quick Query ▾

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Values

Chart*

J Jacksonville State University   × ▾

Index

Choose Index ▾

Fund

10000 Current Unrestricted   × ▾

Organization*

60001 VP Finance and Administration   × ▾

Account

7%   × ▾

Program

Choose Program ▾

Create New Query   Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT   ×

Fiscal Year*   2021   × ▾   Fiscal Period*   14   × ▾

Comparison Fiscal Year   2022   × ▾   Comparison Fiscal Period   14   × ▾

Banner Finance Self Service   ⋮ 🔖

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FINANCE SELF SERVICE

- Finance Query
- Journals
- Requisitions
- Budget Development
- View and Approve Documents

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Journals
Create and view draft, pending and completed journals and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Program & Course Fees Budgeting

Respective FOAP information is below. The budget is adjusted in the Dean's Budget (FOAP) to reflect the actual receipts a month after the semester start.

Program Fees

Fund	Org	Account	Prg.	Description
10003	32002	70000	40	Art/Humanities
10003	35050	70000	40	Education
10003	36002	70000	40	Business
10003	37003	70000	40	Prof Nursing
10003	37003	70000	40	Prof Nursing
10003	37006	70000	10	Prof Nurs BSN-DNP
10003	37006	70000	10	Simulation Fee
10003	37007	70000	10	Prof RT Fee
10003	41004	70000	50	International House

Program Revenue Account: 51290

Course Fees

Fund	Org	Account	Prg.	Description
10004	32002	70000	40	Art/Humanities
10004	34002	70000	40	Science
10004	35050	70000	40	Education
10004	37010	70000	40	Health/wellness
10004	38002	70000	40	Human/Socia
10004	33001	70000	10	Learning Services
10004	32105	70000	10	Honors Program

Course Revenue Account: 51291

FY 2024-25 Budget Development

FORM 102: Course Fee Request Form

- Detail your program & course fee request on [Form 102](#)

- Forward the form to the Provost.

- Approved requests will be forwarded to the Budget Committee for consolidation and Cabinet review. February 25, 2024

- Submit the Project Budget Line Item Request to the *FY24 Budget Development Dropbox (percentages can be used in lieu of amounts)* by February 25, 2024.

Project Budget Line-Item Request

College Name		Prepared by		Ext.
Divison Name		Department/Office		
Funding Source	Art Course Fees	Reviewed/Approved by		
Funding Period		Date	1/28/2024	

	Preliminary			Revised		

PROJECT BUDGET REQUEST

	Description	Account Information							Budget
		Fund	Orgn	Acct	Prog	Actv	Loc	%	
1	Travel Student Groups	10004	32002	71040	40				1,614.08
2	Instructional Supplies	10004	32002	72011	40				100,764.50
3	Maintenance Electrical	10004	32002	72109	40				100.00
4	Printing	10004	32002	72503	40				831.60
5									
6		SAMPLE							
7									
TOTAL EXPENSES		$ 103,310.18							
		Fund	Orgn	Acct	Prog	Actv	Loc		
TOTAL REVENUE		$ 103,310.18	10004	32002	51291	40			225,425.28
						NET TOTAL			$0.00

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Date: _____ Approved By: _____

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Divison Name		Department/Office				
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