# Course Fee Audit Worksheet Fall 2021 - Summer 2022

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| --- | --- | --- | --- |
| Initiated By: | test  | Date | 6/6/20 |
| Chair Approval (print name) | test | Initial | TA | Approval via Attachment\* | [ ]  | Date | 6/6/20 |
| Dean Designee Approval | test | Initial | TB | Approval via Attachment\* | [ ]  | Date | 6/6/20 |
| Other Dept. Approval | test | Initial | TC | Approval via Attachment\* | [ ]  | Date | 6/6/20 |

\*Approvals documented by email must be uploaded with the Course Fee Worksheet.

## Course Information – Use the [Master Course Fee List](https://in.nau.edu/academic-affairs/program-course-fees/) for existing fee information

Use this worksheet for all three practice submissions.

**EDIT**: select a course in your unit with an existing fee and edit using data highlighted in blue.

**NEW**: select a course in your unit and add a new fee using data highlighted in green.

**CANCEL**: select a course in your unit with an existing fee and cancel using data highlighted in yellow.

If a data element is not highlighted, it is the same for each practice submission.

|  |  |
| --- | --- |
| Subject Catalog # (Ex. PSY 101) |        |
| Course ID (Ex. 006445) |       |
| Topic Title if fee is only applied to this title |       |

\*Each cross-listed or co-convened course must have its own course fee audit worksheet.

## Fee Information *if changing Proposed Fee Amount after manual cross check, review all fields for possible changes:*

|  |  |
| --- | --- |
| Effective Term |   |
| Fee Type | Flat Fee |
| Current Fee Amount zero if New fee: | $0.00  | Proposed Fee Amount: | $1000 |
| Request Type |  Edit- Increase Cancel |
| New Fee Reason |  |
| Fee Increase Reason |  |
| Fee Decrease Reason | For a cancellation, no further data beyond reason is required. *The Documentation is hinky for cancel right now- so if you open it up but can’t upload, then Cancel and go on to Validate. We are working on this bug now.* |
| Edit- Same Reason |  |
| Cancellation Reason | 1. Expenses eliminated
 |

\*If pursuing a per unit fee, email Coursesfees@nau.edu before completing the worksheet.

|  |
| --- |
| Campuses (Select all applicable)  |
| Flagstaff Mountain | [x]  | Online | [ ]  | \*Yuma - if selected see Guide  | [ ]  |
| Statewide Campuses |
| Central Arizona College | [ ]  | Chandler-Gilbert Cmty Coll | [ ]  | Eastern Arizona College | [ ]  |
| Estrella Mountain Cmty Coll | [ ]  | Glendale Cmty Coll | [ ]  | Mesa Cmty Coll | [ ]  |
| Mohave Cmty Coll | [ ]  | NAU - East Valley | [ ]  | NAU - North Valley | [ ]  |
| NAU - Yavapai | [ ]  | Navajo-Hopi | [ ]  | Northland Pioneer College | [ ]  |
| Paradise Valley Cmty Coll | [ ]  | Phoenix Biomedical | [ ]  | Phoenix College | [ ]  |
| Pima Cmty Coll, Downtown | [ ]  | Pima Cmty Coll, West | [ ]  | Scottsdale Cmty Coll | [ ]  |
| South Mountain Cmty Coll | [ ]  | Yavapai College | [ ]  |  |  |

\*If fee applies to both Yuma and Flagstaff Mountain campuses, separate worksheets are required. …….… Do not check Yuma and Flagstaff Mountain on the same worksheet.

## Enrollment Information:

AY 20-21 estimated annual enrollment is calculated from actual enrollment in 2019 Summer, Fall, Winter and 2020 Spring. Use the [Course Fees Enrollment report](https://in.nau.edu/academic-affairs/program-course-fees/) to determine Est. Annual Enrollment.

|  |  |
| --- | --- |
| Est. Annual Enrollment | 100See Guide for how to override enrollment in PS pages. |
| Enrollment Data from CF Enrollment Report? |  |
| If No, explain how enrollment was calculated | Enrollment based on cohort numbers.  |

## General Fee Requirements

The following apply to all course fees:

1. Fees must be course specific.
2. Fees must benefit all the students paying the fee.
3. Fees are not used for operations expenses.
4. Fees are not used for minimal expectations of services covered by a course’s tuition, e.g., instruction, grading, or standard general classroom fixtures and supplies.

## Cost Breakdown

\*Automatic calculations for Per Student Breakdown will not occur if the Est. Annual Enrollment field is empty.

### Expense Categories

### The following applies to all Personnel, Travel/Third Party, and Materials/Software expenses.

### Fees collected must be spent in full each year-- for accrued expenses see Accrual Category.

1. Course fees are for exclusive use. Fees are course specific, benefit only the students paying the fees, and benefit all students enrolled in the course. See Guide for details.
2. Prohibited use of course fee funding: per NAU policy, the listed prohibitions may not be funded with course fees. Please note these items are not discouraged or prohibited from use; however, funding must come from a source other than course fees.

See Guide for typical expenses in this category.

#### Personnel

*Prohibited use of course fees for personnel:*

* + *Any instructor of record including GA’s and TA’s.*
	+ *Reader-graders, problem set graders, or similar.*
	+ *Guest speakers, presenters, or similar. See Guide for qualifying Specified Guest Instructor.*
	+ See Guide for typical expenses in this category.

In the Description, indicate costs per term (include ERE where applicable) and then record total expense for the year.

**Example** Descriptor: Peer facilitators (3@$300) each Fall, Spring, Summer.

Total: $2700

Check compliance when this section is complete.

|  |  |
| --- | --- |
| Description | Total  |
| Test personnel description | $10000.00 |
|      Use the same data for new/edit  | $      |
|       | $      |
|       | $      |
|       | $      |
| Subtotal | $10000.00 |
| Per Student Cost | $100.00 |

[x]  Checking this box, the person preparing this worksheet confirms compliance in all Personnel costs with (1) expenditure within the academic year, (2) assurance of exclusive use, and (3) prevention of prohibited use.

#### Travel/Third Party [includes Trips, Entry Fees, Rentals]

*Prohibited use of course fees for Trips, Travel, Facilities, Rental*

* + *Individual student travel (eligible travel is for entire class only).*
	+ *Individual conference, professional function attendance-- student or instructor (eligible attendance is for entire class only).*
	+ *Instructor travel outside the function of the course.*
	+ *Specialized training for personnel associated with a course.*

See Guide for typical expenses in this category.

In the Description, indicate costs per term and then record total expense for the year.

**Example** Descriptor: Boat rentals for Fall term Grand Canyon trip (3@$500)

Total: $1500

Check compliance when section is complete.

|  |  |
| --- | --- |
| Description | Total  |
| Test travel description | $20000.00 |
|      Use the same data for new/edit  | $      |
|       | $      |
|       | $      |
|       | $      |
| Subtotal | $20000.00 |
| Per Student Cost | $200.00 |

[x]  Checking this box, the person preparing this worksheet confirms compliance in all Travel/Third Party costs with (1) expenditure within the academic year, (2) assurance of exclusive use, and (3) prevention of prohibited use.

#### Materials/Software [includes Lab/Studio Supplies, Online access]

*Prohibited use of course fees for Materials*

* + *Any items intended for general use and not specific to the student’s benefit from enrollment in a course, e.g., office supplies, general printing/copiers, multi-use/classroom furniture or whiteboards.*
	+ *Food for class meetings, parties, or events. See Guide for qualifying food expenses.*
	+ *Printing/copies that violate copyright laws or do not provide cost savings to students.*
	+ *\*Note that assessment materials may include scantrons, but please don’t use the term scantrons in your description.*

See Guide for typical accruals.

In the Description, indicate costs per term if applicable and then record total expense for the year.

**Example** Descriptor: Annual resupply of chemicals for lab ($750 per term)

Total: $1500

Check compliance when section is complete.

|  |  |
| --- | --- |
| Description | Total  |
| test material description | $30000.00 |
|      Use the same data for new/edit  | $      |
|       | $      |
|       | $      |
|       | $      |
| Subtotal | $30000.00 |
| Per Student Cost | $300.00 |

[x]  Checking this box, the person preparing this worksheet confirms compliance in all Materials/Software costs with (1) expenditure within the academic year, (2) assurance of exclusive use, and (3) prevention of prohibited use.

### Accrual Category

### The following applies to all accruals.

### Expense must require an accrual of funds for more than one year and have a useful life of more than one year.

1. Exclusive use: course fee accruals must be course specific, benefit only the students paying the fees, and benefit all students enrolled in the course.
	1. An accrued expense may be shared across multiple courses (e.g., computers in a lab, special equipment in a clinical classroom).
	2. And an accrued expense may be in multiple rooms (e.g. 2 treadmills located in 2 different classrooms).
2. Prohibited use of course fee funding: per NAU policy, listed accruals may not be funded with course fees. Please note these items are not discouraged or prohibited from use; however, funding must come from a source other than course fees.

See Guide for explanation on completing data fields below.

#### Specialized Equipment

*Prohibited use of accrual:*

* + *Any items intended for general use and not specific to the student’s benefit from enrollment in the course, e.g., items for department/program use, general printing/copiers, multi-use/classroom furniture, whiteboards, or similar.*
	+ *Any items with useful life one year or less.*
	+ *Technology or Audiovisual covered by the IT Central Tech Fee.*
	+ *Software covered by general university licensing.*
	+ *Improvements requiring reconstruction of spaces.*

**Use Shared Accruals entry for accruals funded by and used by more than one class, do not enter individually.**

See Guide for explanation on completing data fields below. Check compliance when section is complete.

Use the same data for new/edit

Select a room from the room look up.

|  |  |
| --- | --- |
| Description 1:  | test accrual description |
| Computers or A/V include laptops, tablets, etc. | # of Units | Cost per Unit include all taxes, extra fees | Total Amount | Expense Date – Enter fiscal year of purchase | Useful Life in years | Per Student Cost | Primary Room |
|[ ]  5 | $30000.00 | $150000.00 | 2025 | 5 | $300.00 | Room A |

|  |  |
| --- | --- |
| Description 2:  |       |
| Computers or A/V include laptops, tablets, etc. | # of Units | Cost per Unit include all taxes, extra fees | Total Amount | Expense Date - Enter fiscal year of purchase | Useful Life in years | Per Student Cost | Primary Room |
|[ ]        | $      | $0.00 |       |       | $      |       |

|  |  |
| --- | --- |
| Description 3:  |       |
| Computers or A/V include laptops, tablets, etc. | # of Units | Cost per Unit include all taxes, extra fees | Total Amount | Expense Date - Enter fiscal year of purchase | Useful Life in years | Per Student Cost | Primary Room |
|[ ]        | $      | $0.00 |       |       | $      |       |

|  |  |
| --- | --- |
| Description 4:  |       |
| Computers or A/V include laptops, tablets, etc. | # of Units | Cost per Unit include all taxes, extra fees | Total Amount | Expense Date - Enter fiscal year of purchase | Useful Life in years | Per Student Cost | Primary Room |
|[ ]        | $      | $0.00 |       |       | $     Use the same data for new/editAdd a row.Select a room from the room look up. |       |

|  |  |
| --- | --- |
| Shared Accruals list items with accrual used by multiple courses | test shared accruals |
| Verify per student cost is the same for each student in all classes listed | Computers or A/V include laptops, tablets, etc. | Per Student Cost | Primary Room |
|[x] [x]  $100.00 | Room B |

### Specialized Equipment Per Student Cost Total

|  |  |
| --- | --- |
| **Specialized Equipment Per Student Cost Total** **(This field does not auto-calculate – please add Specialized Equipment per student costs)** | $ 400.00 |

[x]  Checking this box, the person preparing this worksheet confirms compliance in all Accrual costs with (1) necessity to accrue, (2) assurance of exclusive use, and (3) prevention of prohibited use.

## Manual Cross-Check

Enter the Per Student Cost from each section and compare with Proposed Fee.

|  |
| --- |
| Is your total fee amount correct?  |
|  | Personnel Per Student Cost | $100.00 |
|  | Travel/Third Party Per Student Cost | $200.00 |
|  | Materials/Software Per Student Cost | $300.00 |
|  | Specialized Equipment Per Student Cost Total | $400.00 |
|  | Total Per Student Cost | $1000.00 |
|  | Proposed Fee (If discrepancy, check per student costs or update Proposed Fee Amount) | $1000.00 |

## Budget Information- consult with a business/financial manager for your department to complete this section.

### Account Information

|  |  |
| --- | --- |
| Department ID | Office of General CouncilFor the edit, the financial data will be populated. |
| Department Name | 100010 |
| Fund Code | 2200 |

## Details

1. **Purpose ABOR** (1000 characters or less) – will be duplicated in ABOR form.

Provide a **general** picture of what the course fees will provide and the proposed outcomes that will result in added student benefit. Include the annual cost amount. See Guide for annual cost calculation and tips and examples.

Use the same data for new/edit

or enter your own

|  |
| --- |
| Test purpose text. |

1. **Justification ABOR** (1000 characters or less) – will be duplicated in ABOR form.

Provide **specific** details about itemized costs that support the annual cost and identify if funding will be 100% course fees or augmented by other sources. If space allows include more details about student benefit. See Guide for tips and examples.

|  |
| --- |
| Test justification text. |

1. **Exclusive Use AUDIT** (700 characters or less) – required for Audit

Describe the **controls** used to guarantee that only the students paying the fee benefit from the services or materials purchased with the fee.

|  |
| --- |
| Test exclusive use text.  |

If entries above are 250 characters or less, copy and paste into corresponding field below.

If entries exceed 250 characters, list critical elements for University Committee consideration below.

Use the same data for new/edit

or enter your own

1. **Purpose Summary for University Committee** (250 characters or less)

|  |
| --- |
| Test purpose summary. |

**Upload, Validate, Submit**

1. Click Documentation and upload a copy of this practice worksheet.
2. Click Validate- if there are any issues, they will be listed.
3. If validations is successful, the Submit button will become active- Click to Submit.
4. Click Back button at bottom of page to return to search.
5. **Justification Summary for University Committee** (250 characters or less)

|  |
| --- |
| Test justification summary. |

1. **Exclusive Use Summary for University Committee** (250 characters or less)

|  |
| --- |
| Test exclusive use summary.  |