


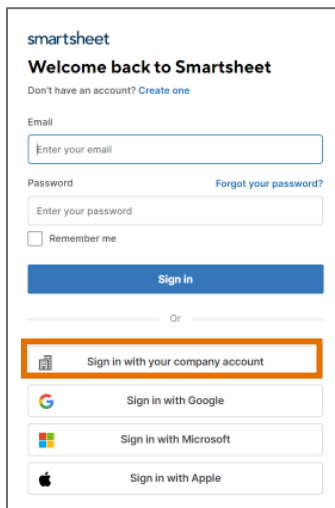
## Overview

This Quick Reference Guide (QRG) is designed to walk users through using the Tuition and Fees Portal to complete their Tuition & Fees Requests.


	<p>The Tuition and Fees Portal contains links to each School’s Tuition &amp; Fees Request Sheet, Reports, and other resources.</p>
<p><b>NOTE</b></p>	<p>If you do not have a Smartsheet license, you might see a blue banner at the top of your screen telling you that you have limited access and a green button that says, “Request License.” You can ignore these, as this does not impact your access to the Sheets, Reports, or Resources on this page.</p>

## Navigating to and Completing Tuition & Fees Request Sheet

1. Access the Tuition and Fees Portal by clicking on this [link](#).
2. Sign in, if prompted, by clicking **Sign in with your company account**.



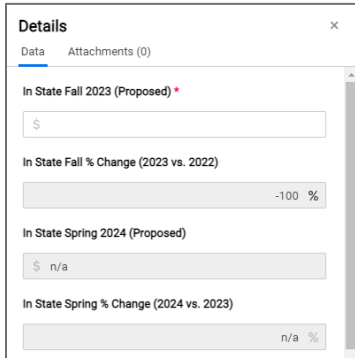
3. Open your Tuition & Fees Request Sheet by clicking your school’s link.

	<p>Data that appears in this sheet is your data from the previous year. Cells with a yellow background are tuition or fees that you own and need to update for this year.</p>
<p><b>NOTE</b></p>	<p>There may be programs that do not appear on this sheet at all because you do not own the fees. Additionally, new fees need to be requested by completing the New Fee Request Form (linked in the Portal).</p>

4. Enter your requested Tuition & Fees by clicking anywhere on a row that contains yellow cells. This will open a Details pane on the right-hand side of the screen.


In the Details pane:

5. Enter fees for all fields marked with a red asterisk, scrolling down as required. If the fee is not changing, re-enter last year's amount.

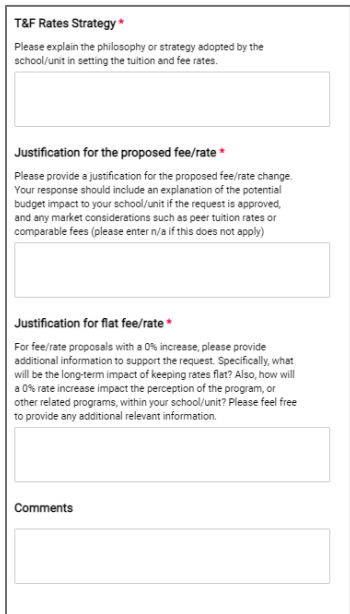


The screenshot shows a 'Details' pane with a close button (X) in the top right. It has two tabs: 'Data' (selected) and 'Attachments (0)'. The 'Data' tab contains four sections:

- In State Fall 2023 (Proposed) \***: A text input field with a dollar sign (\$) and a cursor.
- In State Fall % Change (2023 vs. 2022)**: A percentage input field with '-100 %' entered.
- In State Spring 2024 (Proposed)**: A text input field with '\$ n/a' entered.
- In State Spring % Change (2024 vs. 2023)**: A percentage input field with 'n/a %' entered.

 <b>NOTE</b>	Dollar amounts need to be entered in whole numbers (no cents).
---	--

6. Enter your T&F Rates Strategy (required), Justifications (required), and Comments (optional).

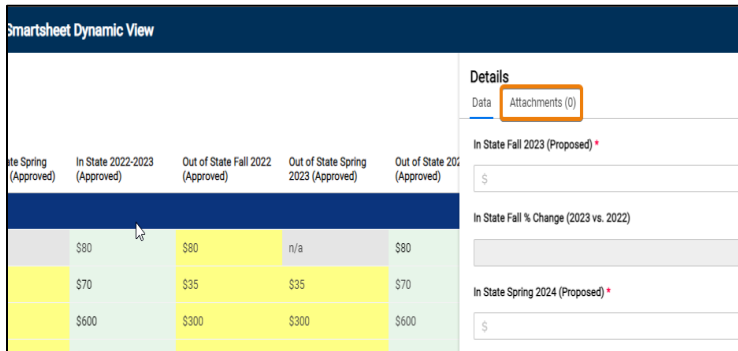


The screenshot shows a form titled 'T&F Rates Strategy \*'. It contains four main sections, each with a text area for input:

- T&F Rates Strategy \***: A text area with the instruction: "Please explain the philosophy or strategy adopted by the school/unit in setting the tuition and fee rates."
- Justification for the proposed fee/rate \***: A text area with the instruction: "Please provide a justification for the proposed fee/rate change. Your response should include an explanation of the potential budget impact to your school/unit if the request is approved, and any market considerations such as peer tuition rates or comparable fees (please enter n/a if this does not apply)."
- Justification for flat fee/rate \***: A text area with the instruction: "For fee/rate proposals with a 0% increase, please provide additional information to support the request. Specifically, what will be the long-term impact of keeping rates flat? Also, how will a 0% rate increase impact the perception of the program, or other related programs, within your school/unit? Please feel free to provide any additional relevant information."
- Comments**: A text area for optional comments.

7. If your entry is complete for that line, check the box.
8. Click **Save** to save changes, or **Discard Changes** if you do not wish to.

9. Repeat Steps 4-8 for all applicable lines.
10. Provide attachments, if applicable (e.g., peer analysis, cost analysis, justifications, etc.)
  - a) Click on the Attachments tab at the top of the Details pane.
  - b) Click **Attach a File**
  - c) Select document
  - d) Click Open



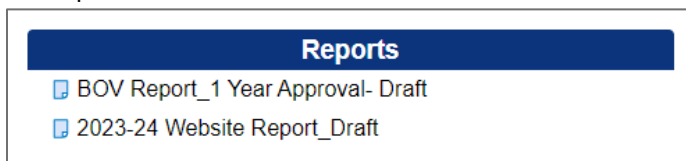
	In State Spring (Approved)	In State 2022-2023 (Approved)	Out of State Fall 2022 (Approved)	Out of State Spring 2023 (Approved)	Out of State 2024 (Approved)
		\$80	\$80	n/a	\$80
		\$70	\$35	\$35	\$70
		\$600	\$300	\$300	\$600

In the Smartsheet:


11. Navigate back to Portal Home Page by clicking your browser’s back button.

In the Tuition and Fees Portal:

12. Confirm your Tuition & Fees data looks correct in the BOV report draft by clicking on the link in the reports section:



13. After reviewing the reports, make changes to your Request Sheet, if necessary.

 <p><b>NOTE</b></p>	<p>There is no “Submit” button. You can continue to modify your requests until the sheets are closed by OFP&amp;A (check the dates posted on the Portal).</p>
--	---

You have successfully completed this task!

## Checking Your Totals in the Request Sheet

1. From within the Tuition & Fees Request Sheet, click on the light blue row(s) to view totals in the details pane:

Program	School/Department	Fee Name	Per Credit/Term/One-Time	In State Summer 2022 (Approved)	In State Fall 2022 (Approved)	In State Spring 2023 (Approved)
...	Student Affairs	Residential College-Brown	Per Term	n/a	\$60	\$60
...	Student Affairs	Residential College-Hereford	Per Term	n/a	\$60	\$60
...	Student Affairs	Residential College-Internati	Per Term	n/a	\$110	\$110
...	Student Affairs	Orientation Fee-1st Yr studer	One Time Fee	n/a	220	n/a
...	Student Affairs	Orientation Fee-transferring	One Time Fee	n/a	134	n/a
<b>Master's Program, 2nd Year</b>	<b>Batten</b>	<b>Master's Program, 2nd Year</b>			<b>\$15,719</b>	<b>\$15,719</b>
Master's Program, 2nd Yr of .	Batten	Graduate Tuition	Per Term	n/a	\$14,026	\$14,026
Master's Program, 2nd Yr of .	Batten	Activity Fee-Regular Session	Per Term	n/a	\$25	\$25
Master's Program, 2nd Yr of .	Batten	Activity Fee-Batten	Per Term	n/a	\$18	\$18
Master's Program, 2nd Yr of .	Batten	E&G Regular Session Compr	Per Term	n/a	\$231	\$231
Master's Program, 2nd Yr of .	Batten	Aux Regular Session Compr	Per Term	n/a	\$1,420	\$1,420
<b>Graduate-15 Month Program</b>	<b>Batten</b>	<b>Graduate-15 Month Program</b>			<b>\$16,578</b>	<b>\$18,868</b>

**Details**

Data Attachments (0)

In State Summer % Change (2024 vs. 2023) n/a %

In State Fall 2024 (Proposed) Approved w23-24 \$ 0

In State Fall % Change (2024 vs. 2023) Proposed n/a %

**In State 2023-2024 (Proposed) \$ 3434**

In State 2023-2024 vs. 2022-2023 % Change -89.08 %

Out of State Fall 2023 (Proposed) \$ 2058

Out of State Fall % Change (2023 vs. 2022) -92.73 %