

**Clayton State University
Miscellaneous Fee Form
Fiscal Year 17**

Name of Fee: Graduate Application Fee

Fee Type: Miscellaneous Fee

Office Responsible for the Fee: School of Graduate Studies

Amount of Fee: \$50

Basis (per term, one time, etc.): per application submitted

Purpose of the fee (explain need or benefit for operations/student): It is a processing fee for graduate applications. The fee helps cover the administrative costs associated staffing a full time position whose primary responsibilities include graduate recruitment activities and processing graduate applications for the eight degree programs at Clayton State University. These are critical functions for this division. The School of Graduate Studies has two staff members and, in addition to admission related processes, the division is responsible for other activities such as academic standing, statistical analysis, and graduation. Not being able to fund this position can potentially hinder graduate recruitment and graduate enrollment at Clayton State.

Explain use of the fee including major items funded by the fee: The fee funds part of the salary for the above mentioned full time staff member in the School of Graduate Studies.

Revenue in FY17: \$24,540

Expenditures in FY 17: \$9,833

Surplus amount and suggested use: \$14,707 – the surplus is due to the position being vacant and unfilled at budget year-end. The fee was reduced from \$75 to \$50 in the middle of the budget cycle so the overall revenue collected next years will be a smaller amount than in prior years.

Point of Contact for questions:

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For more information on how this fee is used and related financial data, please go to: Annual Review of Fee Usage (<http://www.clayton.edu/SFAB/Annual-Review>).

Form Submitted by:

Robert A. Vaughan, Jr. *ewb*

Date: 10/13/17

VP/Dean/Director:

Kevin Damitt (#)

Date: 10-13-17