

# Special Course and Academic Program Fee

## Application Form

### Signature Page

Prepared By:

Susan Tusing                      Susan Tusing                      8/26/15  
 Signature                              Printed Name                              Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA                      College Dean (if applicable)  
Susan Tusing                      8-26-15                      \_\_\_\_\_                      \_\_\_\_\_  
 Signature                              Date                              Signature                              Date

*Beans' signature required.*

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Melinda Fudge                      8/11/15  
 Signature                              Date

Provost

\_\_\_\_\_  
Signature                              Date

President

\_\_\_\_\_  
Signature                              Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Comments: committee approved the music fee w/ no changes. It is a supplemental course material fee so it doesn't require BOR approval.

## MEMORANDUM

To: Special Course and Academic Program Fee Advisory Committee

From: Susan Tusing, Chair, Department of Visual and Performing Arts *SMT*

Re: Music Fee Audit and Request for Renewal

Date: August 26, 2015

As chair of the Department of Visual and Performing Arts, I am responsible for managing the Music fee budget. I have attached to this memo the following documents regarding the Music fees for FY 2014:

- SCAPFA Review Form
- SCAPFA Fee Application Form (for renewal of Music Fees)
- Revenue Summary Report
- Detailed Budget Report
- Expenditure Detail (spreadsheet)
- Copy of memo requesting Journal Entry

The course fee for applied music courses (courses for individual music lessons) is \$20 per course. In FY 2015, the revenue for this fee was \$2080, and the total expenditure was \$2080. In FY 2015, all of the Music Fee revenue went toward a portion of our piano tuning expenses for the year. We have to keep the pianos in our teaching studios, classrooms, rehearsal rooms, and practice rooms regularly tuned, and these instruments are used by applied music students (and by their instructors and accompanists for lessons and rehearsals) every day. A portion of the piano tuning that was covered by Music Fees was originally paid for with OS&E funds. I have attached a memo requesting that Music Fee funds be transferred to OS&E to cover this expense. (This expense is also included in the detailed Budget Report.)

Compared to most universities in the USG and nationwide, our applied music fee is actually extremely low. (For instance, other USG institutions charge applied music fees ranging from \$100 to several hundred dollars a semester.) Details about these programs' overall budget structure might explain the disparity between Clayton State and other institutions. Given the current structure of the VPA operating and personnel budgets, the \$20 fee is adequate for now, and we are spending the fees appropriately to support our applied music courses. We will primarily continue to use this fee to help fund our piano maintenance needs. We will occasionally use some of this income to cover miscellaneous expenses that we may incur as we develop our new musician wellness program (to meet a NASM standard).

*↓*  
*explain*  
*these.*

**Special Course and Academic Program Fee**

**Application Form**

Date of Application: 8/26/15

College/Department: Visual and Performing Arts (College of Arts and Sciences)

Fee Name: Music Fees

Choose one of the following:

- Newly proposed fee                       Existing fee that will change  
(increase/decrease/eliminate)                       Reapplication of an existing fee  
Indicate which situation applies                      that will not change

Choose one:

- Academic Program Fee    Supplemental Course Material or Laboratory Fee

**Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):**

List the courses for which this fee will apply:

MUSC 1500
MUSC 2400
MUSC 2500
MUSC 4400
MUSC 4500

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 100      Fee amount per student: \$20      Annual Revenue: \$2000

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

**Academic Program Fees (Only complete this section if you are proposing a program fee.):**

Which academic program will this fee support? \_\_\_\_\_

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: \_\_\_\_\_      Fee amount per student: \_\_\_\_\_

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program)       Each semester the student is enrolled in the program       Once per year  
Is summer term included? \_\_\_\_\_      Which semester? \_\_\_\_\_

Annual Revenue: \_\_\_\_\_

Do all students enrolled in this program have to pay the fee? \_\_\_\_\_ (If not, explain who will pay the fee)