

**Clayton State University  
Miscellaneous Fee Form  
Fiscal Year 18**

**Name of Fee:** Graduate Application Fee

**Fee Type:** Miscellaneous Fee

**Office Responsible for the Fee:** Office of Recruitment and Admissions

**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 who 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 FY18:** \$22,225

**Expenditures in FY 18:** \$19,737.88

**Surplus amount and suggested use:** \$2,487.12 – marketing of graduate degree programs

**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: \_\_\_\_\_

Date: 10/26/18

VP/Dean/Director: \_\_\_\_\_

Date: 10-31-18