

# Fee Work Group II Report

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## Clayton State University

### Suggested items for template for Miscellaneous Fee Form

Fiscal Year -2021 - - -

Name of Fee: Graduation Fee

Fee Type: Existing Miscellaneous

Office Responsible for Fee: Registrar's Office

Amount of fee: \$35.00

Basis (per term, one time, etc.): per degree/certificate

Purpose of the fee (explain need or benefit for operations/student): Covers the cost of the degree audit and diploma

Explain use of the fee including major items funded by the fee: OSE and Personnel Services

Revenue in FY 2020 - \$48,806

Expenditures in FY 2020 - \$44,500.54 (Budgeted - \$45,000)

Surplus amount and suggested use : In order to allow students the opportunity to use their financial aid to pay for their graduation fee, we changed the way we collect the fee. That change now shifts when the majority of our money will be collected. In May (12,068) and June (\$3,327), we collected a total of \$15,395. This represents 34% of our total revenue which made things very challenging considering we needed \$44,500.54 just to cover our fixed personnel costs which weren't realized until the end June making it very difficult to spend any surplus.

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.](#)

Form Submitted By: \_ Rebecca Gmeiner \_ \_ \_ \_

Date: \_ \_ \_ \_ \_

Stephen Schultheis

Date: \_ \_ \_ \_ \_

**Signature:**   
Stephen Schultheis (Dec 4, 2020 10:37 EST)

**Email:** [stephenschultheis@clayton.edu](mailto:stephenschultheis@clayton.edu)






# Graduation\_Fee\_FY2021\_Miscellaneous Fee\_V2

Final Audit Report

2020-12-04

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