

**Clayton State University**  
**Miscellaneous Fee Form**  
**Fiscal Year 20**

**Name of Fee:** Undergraduate Application Fee

**Fee Type:** Miscellaneous Fee

**Office Responsible for Fee:** Office of Recruitment & Admissions

**Amount of Fee:** \$40

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

**Purpose of the fee (explain need or benefit for operations/student):** This fee is assessed to help the Office of Recruitment & Admissions to recruit and enroll new students.

**Explain use of the fee including major items funded by the fee:** This fee funds food, space rental, and supplies for campus recruitment events including but not limited to the Laker Experience, Freshman Preview Day, Majors Monday, and Non-Trad Tuesday. The fee also covers the purchase of names for students that we recruit, annual contract of student recruitment software and processing tools, advertising, printing, and mailing.

**Revenue in FY20:** \$202,225.00

**Expenditures in FY20:** \$105,505.18

**Surplus amount and suggested use:** \$96,719.72

In the spring of 2020, plans were made to spend these funds on standard purchases (student name buys) as well as newer purchases related to virtual student recruitment (ex: mobile student acceptance letter with Full Measure), which were needed given the change in landscape once our recruitment travel and on-campus events were halted beginning in March. With the higher priority and focus of shifting our staff and operations to a completely remote work setup at the time, this unfortunately delayed most of these purchases past our deadlines to use FY20 funds. We experienced some delays with select vendors due to COVID-19 as well, but the planned purchases were made mostly using FY21 funds. Plans have been made to avoid a similar scenario in the future from the circumstances faced in the spring.

**Point of Contact for questions:**

**Name:** Will Brown

**Phone:** 678-466-4143

**E-mail:** [WillBrown@clayton.edu](mailto:WillBrown@clayton.edu)

For more information on how this fee is used and related financial data, please go to: [Annual Review of Fee Usage](#)



Will Brown

Form Submitted By: \_\_\_\_\_

Date: 12/03/2020



VP/Dean/Director: [Stephen Schultheis \(Dec 3, 2020 15:42 EST\)](#)

Dec 3, 2020

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






# FY21 Misc Fee - UG App Fee

Final Audit Report

2020-12-03

Created:	2020-12-03
By:	Will Brown (willbrown@clayton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsmDQQghsG1HgLJQ_CdSMPRFjDmzNnD5i

## "FY21 Misc Fee - UG App Fee" History

-  Document created by Will Brown (willbrown@clayton.edu)  
2020-12-03 - 8:30:26 PM GMT- IP address: 168.28.62.44
-  Document emailed to Stephen Schultheis (stephenschultheis@clayton.edu) for signature  
2020-12-03 - 8:40:39 PM GMT
-  Email viewed by Stephen Schultheis (stephenschultheis@clayton.edu)  
2020-12-03 - 8:42:02 PM GMT- IP address: 168.28.45.65
-  Document e-signed by Stephen Schultheis (stephenschultheis@clayton.edu)  
Signature Date: 2020-12-03 - 8:42:24 PM GMT - Time Source: server- IP address: 168.28.45.65
-  Agreement completed.  
2020-12-03 - 8:42:24 PM GMT