

Clayton State University
Miscellaneous Fee Form
Fiscal Year 19

Name of Fee: Graduate Application Fee

Fee Type: Miscellaneous Fee

Office Responsible for Fee: Office of Recruitment & 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 admission applications. The Fee helps to cover the administrative costs associated with staffing a full-time position whose primary responsibilities include graduate student recruitment activities and processing graduate applications for Clayton State University. These are critical functions for the 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 student 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 FY19: \$26,970.00

Expenditures in FY19: \$30,490.00

Surplus amount and suggested use: -\$3,520.00

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: Will Brown Date: 10/31/19
VP/Dean/Director: [Signature] Date: 10/31/19