



Fee Book Review Memo for FY2024

The University of Wyoming *Student Fee Book* is being prepared for review and revision for FY 2024. This fee book will focus on organizing and explaining fees that UW charges for educational services (e.g., tuition, mandatory student fees, room & board). A second document will follow later this fall for *Business Enterprise fees*. The goal is to allow students to calculate how much their UW education will cost and the options UW provides.

Please review the current *Student Fee Book* to determine whether you need to change the fees and charges being assessed or whether narratives need to be revised. If you are proposing new fees, please provide a detailed description and rationale for the request. You will also need to include supporting documentation showing the cost and revenue projections and assumptions used to make those estimates.

When published, the *Student Fee Book* is the official policy of the Board of Trustees. The information contained in the *Student Fee Book* must be accurate as billing, collection, and refund activity for FY 2024 is based on this publication. No fees, charges, deposits, or refunds will be allowed unless they are included in the *Student Fee Book*. To be considered for the *Student Fee Book*, all Vice President-approved forms must be received by the Central Fee Committee no later than noon on October 31, 2022. Please email the forms to feebok@uwyo.edu. Each request must be signed by the Vice President of the particular division (electronic signatures or email approvals from the Vice President with the form attached will also be accepted this year).

The following costs adjustments should be considered appropriate:

1. Utility adjustments – estimated 10% increase
2. FY2023 salary increase averaged 6.5% across the University. The Governor has indicated he will recommend a similar increase for FY2024 to the state legislature.
3. Non-sponsored program fringe rates should be based on an estimated 52.5% for staff, 44.3% for faculty, and 2.8% for student/non-benefited positions. These fringe rates are not finalized and should only be used for estimations in fee change requests.

4. Average hourly wage for non-benefited employees has increased by \$2 per hour during FY2023

The Central Fee Committee for FY 2024 will be comprised of the following individuals or their designee:

- Associate Vice President for Budget & Finance (voting)
- Vice President for Student Affairs (voting)
- Chief Information Officer and Vice President for Information Technology (voting)
- Vice Provost for Undergraduate Education (voting)
- Vice Provost/Dean of Graduate Education (voting)
- Staff Senate President (voting)
- ASUW Vice President (voting)*
- STUDENT at large (voting)*

* At least one of the student representatives will be an in-state student

The Associated Students of the University of Wyoming Student Government (ASUW) has a vested interest in the student fees and will be conducting student fee hearings for all mandatory student fees, program fees, and student success priorities.

FY 2024 Fee Book Proposal Submissions and Review Calendar	
Date:	Objective:
October 31, 2022	Deadline for submission of completed and Vice President approved, forms to the Central Fee Committee
October 1 – November 16, 2022	* During the following weeks the ASUW Tuition Allocation and Student Fee Review Committee shall meet to have hearings from fee units and create recommendations.
November 1 – December 12, 2022	Parallel to the process above, the Central Fee Committee shall meet to deliberate in order to formulate recommendations
November 29, 2022	ASUW Resolution on Mandatory Student Fees for FY24
December 13, 2022	Central Fee Committee to make FY24 recommendations to UW Provost

TENTATIVE – January 6-8, 2023	UW Provost and Vice President of Budget & Finance makes FY24 Fee Book recommendations to the Board of Trustees’ Budget Committee Meeting
January 25-27, 2023	Proposed FY24 Fee Book presented to the full Board of Trustees

Should you have any questions, please contact the Central Fee Committee at: feebok@uwyo.edu

Contact Information

Financial Affairs
Merica Hall, Second Floor
Phone: (307) 766-4340

financialaffairs@uwyo.edu
<http://www.uwyo.edu/budget-finance/financial-affairs/>

UNIVERSITY OF WYOMING FEE BOOK

Addition Delete Change

FY2024: JULY 1, 2023 – JUNE 30, 2024 AND THE SUMMER SESSION 2024

Complete this form to add, delete or change any fees, charges, refunds, or deposits in the Fee Book. This form may be routed electronically through the Dean/Director (to establish approval at that level) and then sent to the appropriate Vice President for final approval before the **October 31, 2022 deadline**.

The fields in this form have unlimited text space allowing sufficient room for explanation. Please add as much information as possible so the Fee Book Committee can make an informed decision about the request. Attachments can be included.

Complete ALL SECTIONS – if they are left blank, the form will be sent back.

Mandatory information for all submissions:

Initiating Department:	
Initiator name:	
Initiator email address:	
Initiator phone:	
Summary of the proposal:	
Proposed narrative or description (actual narrative for the fee book):	
Page location in current Fee Book:	
Justification for request:	
Change in annual revenue and functions supported by revenue:	
Position numbers and salaries supported by this fee:	
Please attach the current budget for the department and show how the new fee will affect the proposed budget for FY 2024.	

**** Attach the current page in the fee book with edits.**

Department Head/Dean/Director signature AND Vice President (either electronic or hard copy) is required prior to consideration by the Review Committee.

Department Head _____	Date _____
Dean/Director _____	Date _____
Vice President _____	Date _____
Fee Review Committee	
BY: _____	APPROVED _____
DATE: _____	DISAPPROVED _____