

Action Plan: 2002-2003 College Services Fee Increase

Introduction

On July 22, 2002 the Board of Trustees approved a 2.7 % increase to the College Services Fee effective for the Fall 2002 semester. The revised FY 2003 Schedule of Tuition and Common Fees is attached at the end of this document. This increase results in a \$54.00 adjustment to the annual full-time cost for Resident, Non-Resident, and NEBHE student populations.

- For Residents the annual full-time cost of tuition & fees is \$2,034.00.
- For Non-Residents the annual full-time cost of tuition & fees is \$6,062.00.
- For NEBHE students, the annual full-time cost of tuition & fees is \$3,041.00.

Since this increase in fees is effective for the fall 2002 semester, it is necessary that you adjust your budgets and packaging tables in the Banner Financial Aid System to accommodate the changes. We are providing you with an **Action Plan** that outlines for you the steps you need to take to bring your System into compliance.

Step 1

You must modify your Student Budget setup. On the Budget Component Rules Form (RBRCOMP), call up each budget group/type/aid period combination, both campus-based and Pell-based. Post the new fee amount (per year or semester). Save your work.

Step 2

Run Batch Automatic Grouping (ROBBGRP) for all students. This will post the modified budgets to each student record. For ROBBGRP, the essential parameters are as follows:

- Parameter 01 Group Type Indicator - Indicate “B” for Budget Grouping
- Parameter 02 Aid Year Code - Indicate “0203”
- Parameter 04 Use All Applicants - Indicate “Y” for all students

Make sure to verify the modifications. Check at least 3 students from each of your budget groups to make sure the student budgets are accurate.

Step 3

Run Batch Need Analysis (RNEIN03) for all students. For RNEIN03, the essential parameters are as follows:

- Parameter 01 Aid Year Code - Indicate “0203”
- Parameter 02 INAS Option - Indicate “L” for Long
- Parameter 03 Process Indicator - Indicate “B” for Batch

RNEIN03 may take some time to complete, especially at colleges with significant numbers of financial aid records. So take a coffee break now!

Next, Run the Pell Calculation Process (RPEPELL). For RPEPELL, the essential parameters are as follows:

- Parameter 01 Aid Year Code - Indicate “0203”
- Parameter 02 Process Indicator - Indicate “B” for Batch

Again, RPEPELL will take some time to complete. Have another coffee!

Step 4

Run Batch Automatic Grouping (ROBBGRP) **again** for all students. This will post the correct **Packaging Group** to each student record. For ROBBGRP, the essential parameters are as follows:

- Parameter 01 Group Type Indicator - Indicate “P” for Packaging Grouping
- Parameter 02 Aid Year Code - Indicate “0203”
- Parameter 04 Use All Applicants - Indicate “Y” for all students

Make sure to verify the Packaging Groups. Check at least 3 students from each of your groups for accuracy.

Step 5

As you know, current BOT policy calls for colleges to meet students' (with demonstrated financial need) direct costs with grant assistance whenever possible. Accordingly, you may now have to modify the packaging tables to accommodate higher equity limits and fund award maximums. For the 2002-03 Award Year, all colleges should be using a minimum direct cost figure of \$2,834 for Resident Students (annual tuition & fees of \$2,034 and a minimum \$800 books & supplies allowance).

Review your Equity Packaging limits on the Default Packaging Rules Form (RPRDEFR) and the Packaging Rules Form (RPRPCKR) and make modifications as necessary.

Review the fund award maximums on the Packaging Group Fund Rules Form (RPRGFND) and make modifications as necessary.

Step 6

Run the Batch Calculated Values Process (RORCALC) to adjust each student's financial need appropriately. There is only one essential parameter; merely indicate the 0203 Aid Year. There is no need to print the report as you are essentially performing a "housekeeping" task. RORCALC may take some time to run at larger colleges so consider yet another cup of java.

Step 7

Once you have completed the necessary budget and packaging modifications, you may want to determine the extent of award modifications, if any, you may enact. To determine the effect of the above changes, we suggest you consider running the Financial Aid Student Extract (RWPXX01).

The extract contains certain fields for each student record that when filtered and parsed appropriately will offer you the opportunity for analysis and decision-making. These fields include:

- Packaging Group
- Packaging Complete Date
- Total Grants Awarded
- Unmet Need

With proper analysis, you will be able to determine which students have been awarded sufficient grant aid to meet the new direct cost figure and which students with unmet need may need additional grant assistance.

Step 8

After your analysis of your student population and your review of your packaging policies, available funds, and projected applications, you may decide to modify student award packages. If you make these modifications on a student-by-student basis, you merely perform automatic or manual packaging as always. If you decide you want to utilize the Batch Packaging Process (RWPXP01), you must do the following:

- You must “scrub” the Package Complete Date from each student record. This task can be completed manually or if you can identify the population to be “scrubbed,” we can assist you with a “technical” solution. Contact User Support for assistance.
- Run the Batch Packaging Process (RWPXP01) in simulation mode and review the results carefully.
- Run RWPXP01 in actual mode.

Step 9

If you revised student award packages, you may be planning to print and send revised award letters to students. If so, please verify that you have established a revised award letter for the 2002-03 Award Year on the Financial Aid Letter Validation Form (RWV PARA) and indicated its use on the Financial Aid Letters Set-up Form (RWLSETU).

As an alternative, please consider this option:

- Your modified awards are most likely increases to grant award offers. With the “auto accept” feature in Banner, these award offers will automatically be recorded as “accepted” on student records (if you have not invoked “auto accept” for grant awards, why not?).
- Refer students to **ONLINE** (www.online.comnet.edu) to review their modified financial aid awards and payment schedules. Through the use of appropriate signage in your office and other student areas, you can “push” students to self-service and save you and your staff valuable time.
- Given our deepening budget problems, each letter you do not send saves your office \$0.37 – that’s almost \$200 for 500 revised award letters. Not to mention the costs saved in staff time and supplies!

Finally, your revised “accepted” awards will, of course, be evaluated and handled appropriately by each evening’s fall 2002 batch disbursement process.

If you have any questions about this **Action Plan**, please contact User Support.

CONNECTICUT COMMUNITY COLLEGES
FY2003 Schedule of Tuition and Common Fees - Effective Fall 2002

Revised July 22, 2002

Semester Hours				
	Tuition	College Services Fee	Student Activity Fee	Total
Resident				
1	\$73.50	\$44.25	\$5.00	\$122.75
2	\$147.00	\$46.50	\$5.00	\$198.50
3	\$220.50	\$48.75	\$5.00	\$274.25
4	\$294.00	\$51.00	\$5.00	\$350.00
5	\$367.50	\$60.25	\$5.00	\$432.75
6	\$441.00	\$69.50	\$5.00	\$515.50
7	\$514.50	\$78.75	\$5.00	\$598.25
8	\$588.00	\$88.00	\$5.00	\$681.00
9	\$661.50	\$97.25	\$5.00	\$763.75
10	\$735.00	\$106.50	\$5.00	\$846.50
11	\$808.50	\$115.75	\$5.00	\$929.25
12 or more	\$882.00	\$125.00	\$10.00	\$1,017.00
Annual Full-time	\$1,764.00	\$250.00	\$20.00	\$2,034.00
Non-Resident				
1	\$220.50	\$132.75	\$5.00	\$358.25
2	\$441.00	\$139.50	\$5.00	\$585.50
3	\$661.50	\$146.25	\$5.00	\$812.75
4	\$882.00	\$153.00	\$5.00	\$1,040.00
5	\$1,102.50	\$180.75	\$5.00	\$1,288.25
6	\$1,323.00	\$208.50	\$5.00	\$1,536.50
7	\$1,543.50	\$236.25	\$5.00	\$1,784.75
8	\$1,764.00	\$264.00	\$5.00	\$2,033.00
9	\$1,984.50	\$291.75	\$5.00	\$2,281.25
10	\$2,205.00	\$319.50	\$5.00	\$2,529.50
11	\$2,425.50	\$347.25	\$5.00	\$2,777.75
12 or more	\$2,646.00	\$375.00	\$10.00	\$3,031.00
Annual Full-time	\$5,292.00	\$750.00	\$20.00	\$6,062.00

CONNECTICUT COMMUNITY COLLEGES
FY2003 Schedule of Tuition and Common Fees - Effective Fall 2002

NEBHE				
1	\$110.25	\$66.25	\$5.00	\$181.50
2	\$220.50	\$69.75	\$5.00	\$295.25
3	\$330.75	\$73.00	\$5.00	\$408.75
4	\$441.00	\$76.50	\$5.00	\$522.50
5	\$551.25	\$90.25	\$5.00	\$646.50
6	\$661.50	\$104.25	\$5.00	\$770.75
7	\$771.75	\$118.00	\$5.00	\$894.75
8	\$882.00	\$132.00	\$5.00	\$1,019.00
9	\$992.25	\$145.75	\$5.00	\$1,143.00
10	\$1,102.50	\$159.75	\$5.00	\$1,267.25
11	\$1,212.75	\$173.50	\$5.00	\$1,391.25
12 or more	\$1,323.00	\$187.50	\$10.00	\$1,520.50
Annual Full-time	\$2,646.00	\$375.00	\$20.00	\$3,041.00

*Originally approved December 17, 2001; College Services Fee adjustment approved July 22, 2002