

APPENDIX B

**ANNUAL STEWARDSHIP REPORT FOR A PROGRAM-SPECIFIC
ENROLLMENT FEE (Due by July 31)**

(Note: For the 5th year report, please use the renewal form instead of this form.)

Please attach a copy of the original fee proposal request.

Date Submitted:

Report Year (out of 5):

Name of College:

Prepared by:

Amount of Fee Currently Assessed by Unit (Course or Credit Hour):

Courses on which the Fee is Currently Being Assessed:

Total Additional Cost by Degree Program:

Total Expected Annual Fee Revenue (Academic Year Basis):

1. Identify how much gross fee revenue was collected by the college for the most recent academic year.
2. Describe how the fee revenue was used.
3. Provide enrollment numbers as follows:

Target enrollment benchmark: _____

Fall enrollment for the other academic years within this 5-year window:

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

4. Provide specific metrics to demonstrate how these investments improved college-related programs and attracted more and/or higher quality, or more diverse students, or improved student retention. These metrics should map to the metrics described in the original fee proposal.

Submitted by:

College Dean

Date

Reviewed

President

Date

Special Notes or Conditions: