

**INSTRUCTIONS FOR THE
SUBMISSION OF PROGRAM FEES**

PROGRAM FEE CALCULATION:

Formulas are embedded in the Form

Please identify your Unit or Division, AND who prepared the Form and date prepared.

Column Headings:

1. DESCRIPTION - a brief description of the fee for service provided.
2. PRIOR YEAR FEES – fee level for previous year – 2013-14.
3. CURRENT YEAR FEES – fee level for current fiscal year – 2014-15.
4. PROPOSED FEES – fee level proposed for next fiscal year – 2015-16.
5. OUTSIDE COMPARABLE VENDOR FEES - fees charged by local, non-University businesses for the same services. If no comparable vendor fees are available, show fees charged by other UC campuses, if applicable. (At the foot of the page, indicate which vendors or UC campuses were quoted.)
6. CURRENT YEAR CUSTOMERS - projected number of customers for current year (2014-15).
7. COLUMN 3 x 6 - current year (2014-15) estimated customers multiplied by current year fees. This will give the estimated total revenue from this service.
8. FOLLOWING YEAR CUSTOMERS (2015-16) estimated customers for next fiscal year.
9. COLUMN 4 x 8 - following year (2015-16) estimated customers multiplied by proposed fees.