

**The University of Rhode Island**  
**Office of Budget and Financial Planning**  
**Course Fee (formerly Lab Fee) Distribution Procedure - excludes Summer Session**  
**Revised March 2010**

Effective March 2010 (FY10), the course fee distribution calculation will be revised. Under the revised calculation, course fees will be distributed to the Colleges based on course fees billed to the students, not student enrollment. Using the billed fee amounts is more reflective of the course fee revenue earned since it captures revenue billed to students who have withdrawn from the University or dropped a course after the add period in accordance with the University Billing Adjustment and Refund policy.

Under the revised calculation, the course fee distribution will take place after the add period for the Spring semester. At this time, data will be obtained from PeopleSoft Student Financials to determine student billings for the Fall and Spring semesters. Course fees will be adjusted accordingly from the prior year's base. If a negative budget results, it will be the responsibility of the Fiscal Staff of the College to ensure a budget transfer is processed. It is the intent that revenue earned by a particular subject is expended in the department related to that subject. In accordance with how the funds are generated, the adjustments will be made to the chartfield string that corresponds with the course subject (ie- the English course fee adjustment will be made to the chartfield string for the English department). If a chartfield string needs to be created for a particular subject, the Fiscal Staff of the College must submit the appropriate paperwork (ie- Chartfield String Create Form and a Signature Authorization Form). Expenses should be recorded in the related chartfield string, which ensures data reported by the University is reflected accurately. If funds generated by a specific subject cannot be spent in that particular subject course fee chartfield string, a request must be made to the Provost's Office to reallocate, in a timely way that allows for expenditure of these funds prior to Purchasing deadlines within the current fiscal year.

The FY09 course fee base determined by the Provost's Office and shared with the Business Managers has been recalculated based on students billed, rather than students enrolled. Each College will receive a one-time adjustment in FY10 to bring the FY09 course fee base from enrolled to billed. The FY09 course fee base revised for students billed will be used as the basis for the FY10 calculation. In future years, the process will follow paragraph two of this document.