DHE 18-1 Reporting Instructions
Tuition and Fee Charges

Tuition and fee schedules are due to DHE by **June 15th** preceding the start of the fall semester. Please email this form to Sarah Rogers at sarah.rogers@adhe.edu.

Reporting Tuition

Definition

Full-time student: For purposes of reporting tuition and fee charges only, all institutions must report full-time undergraduate rates based on **15 credit hours** per semester. Full-time graduate rates should be based on **12 credit hours**.

Procedures

(1) Enter the amount of the full-time tuition charged in Column 1 of the 18-1 report.

(2) Enter the per SSCH rate in Column 2.

Note: If full-time tuition is capped at a rate calculated on fewer than 15 undergraduate credit hours or 12 graduate hours, enter the "capped" charge in Column 1, and the *per SSCH* charge in Column 2.

(3) Enter in Column 3 "Yes/No" if your tuition is capped. Even if the answer is "N", complete that section of the form. If your tuition is capped, enter the number of hours at which tuition is capped.

(4) If fees other than tuition are included in the rates, indicate in Special Notes the amount and type of fee included.

(5) If there is any other explanatory text that is needed, include all information in Special Notes.

Example

Institution State University (ISU) caps the tuition charge for in-state undergraduate students at $1,200 for 12 credit hours and above.

Item	Type of Fee	Rate for FT Student	Rate per SSCH	Is Tuition Capped? (Y/N)	If Yes, cap hrs?
(01)	In-State (Out-of-Dist) Undergraduate	1,200	100	Y	12

Reporting Fees

Fee schedules are grouped into Typical Mandatory Fees Upon Enrollment and Miscellaneous (Non-Mandatory) Fees. However, the emphasis is on "typical" because not all mandatory fees will apply to all institutions.

The fees contained in each group are listed below:

TYPICAL MANDATORY FEES (Page 1 on Form 18-1)	MISCELLANEOUS (NON- MANDATORY) FEES (Page 2 on Form 18-1)
Assessment Fee	Application Fee
Athletic Fee	Change of Course Fee
Bond Indebtedness Fee	Laboratory Fee
Enrollment Fee	Late Registration Fee
Equipment Fee	Married Student Housing Fee
Infrastructure Fee	Motor Vehicle/Registration Fee
Student Activity Fee	Residence Hall Fee (Average)
Student Health Fee	Student Teaching Fee
Technology Fee	Meal Plans

Procedures

(1) In Column 1, note **Y** or **N** if the fee is mandatory to your institution. If the fee is not applicable to your institution, note your answer as **NA**.

(2) Not all fees apply to all classifications of students. Check ☑ in Column 2 which classification of students that the fee is applicable to: ☐UNdergraduate, ☐GRaduate, and/or ☐LAW.

(3) Report the rate per SSCH in Column 4. If the rate is one flat rate it should be reported in Column 5.

(4) Report if the fee is an auxiliary or educational and general fee by typing **"AUX"** or **"E&G".**

(5) Note Y/N in Column 5 if the fee is capped at your institution. If the fee is capped, report the number of hours in Column 6 at which the cap is set.

(6) List any fees under Item 17 that were not listed in the above groups or you may provide an attachment.

(7) For MISCELLANEOUS (NON- MANDATORY) FEES, provide a brief description of the meal plans offered by your institution. (For example: 15 meal plan, 10 meal plan…)

TOTAL TUITION & MANDATORY FEES FOR FULL-TIME STUDENT

Under SREB guidelines, this information provides the basis of comparison of tuition charges to other institutions across the state and country.

Procedures

(1) For Column 1, report the tuition rate from the tuition schedule.

(2) Calculate a total for all mandatory fees on the fee schedule and enter in Column 2.

(3) The total should reflect what a typical full-time student would pay upon enrollment.

SPECIAL NOTES

If you would like to provide any explanatory text or footnotes, please provide this information in the SPECIAL NOTES section. **Attachments may be included to explain any special situations.**

TRANSMITTAL INSTRUCTIONS

Email the completed Series 18 Excel file no later than **June 15th,** to Sarah Rogers at sarah.rogers@adhe.edu.