

## UNIT-RECORD TUITION DATA COLLECTION

### Frequently Asked Questions

*How frequently will this file be submitted?*

Annually. However institutions will be able to submit up to 99 files during the edit window.

*If a student has multiple fees that have the same charge type within the same term, is it necessary to sum the amounts for these fees as one row to report?*

No, you can either report these as separate records or as one record with aggregated amounts.

*We assess a technology fee to all students who live in the residence halls. Do we report this?*

No. Only report instructional fees. Do not report any fees that are assessed as a result of the student's living arrangements, even if those fees are paid to your institution.

*What level of fees do we report if the student withdrew or dropped classes well into the term and had his/her tuition reduced as a result?*

Report the fees that were on record for the student as of the fifteenth (15<sup>th</sup>) day of classes.

*How do we report fees that appeared on the student's account in one term but were actually accrued or carried over from a previous term?*

Report the fees for the term for which they were originally intended.

*How do we report one-time fees, such as a charge applied in the student's first term within a particular program?*

Report the fees for the term in which they were applied to the student's account.

*Do we send a separate file for each campus? Also, there is no information on what the header record is going to look like – is that ready yet*

One file per institution. No separate campus reporting. The header record for this file is the same format as all other files that are submitted to HEI.

*What are the terms that you want for this first submission?*

Summer 2007, Fall 2007, Winter 2008, Spring 2008.

*“Other Fees” – what is supposed to go here? Facility fee, technology fee – mandatory but differs by level and status of student – should they be included?*

I think the revised note at the bottom of the file layout table addresses this. If it doesn't, let us know and we will work on it.

[http://regents.ohio.gov/hei/docs/Final Layout Undergraduate Tuition & Fees \(TF\) file 062608.pdf](http://regents.ohio.gov/hei/docs/Final%20Layout%20Undergraduate%20Tuition%20&%20Fees%20(TF)%20file%20062608.pdf)

*Do we report the tuition and fees based on the total hours that are reported in the CN file or as of the 15<sup>th</sup> day – they will be different on occasion?*

To the extent possible, the tuition and fees should correspond to hours in the CN file.