

# HIGHER EDUCATION ADDENDUM

This higher education addendum expands upon the Office of Financial Management's (OFM) 2024 supplemental operating budget instructions.

Key tasks and deadlines:

- ✓ 2024 supplemental budget requests are due to OFM by Wednesday, **Sept. 13, 2023**.
- ✓ Tuition Waiver Forms (B-1 and B-2 forms) are due to [Kevin Feltus](#) at LEAP on Monday, **October 16, 2023**.
- ✓ Tuition and Enrollment Change Model (TECM) data are due to [Kevin Feltus](#) at LEAP on Monday, **October 16, 2023**.

OFM and the Legislature need this additional information to update the TECM, which is used to estimate: (a) the financial impact of any tuition changes, and (b) the extent to which tuition revenues will offset instructional costs for new enrollments.

## Tuition Waiver (B-forms)

### Tuition waivers

1. Fill out the 2024 supplemental higher education budget forms, available on OFM's budget forms [webpage](#).

On **Attachment B-1 (Waivers – state supported)**, provide actual headcount recipients and operating fee (Account 149-6) dollars waived by primary waiver purpose, RCW citation where applicable, level of study (graduate/undergraduate) and residency status. For the most part, state-supported waivers are outlined in RCW [28B.15.910](#)(1), (2) and (4). Waiver recipients often qualify for waivers for multiple reasons; for example, the surviving child of a veteran may also have financial need and be an outstanding student. In such cases, count the recipient and the dollars waived just once.

On **Attachment B-2 (Waivers – nonstate supported)**, provide the same information, as described above. Nonstate supported waivers are described in RCW [28B.15.915](#) and [28B.15.910](#)(3).

2. Send an electronic copy to [Kevin Feltus](#) at LEAP by **October 16, 2023**.

## Tuition and enrollment change model (TECM) data

### Data for updating the TECM

TECM data should include 2022-23 student data and an annualized average for the 2023-24 academic year based on 10<sup>th</sup> day enrollment.

1. Fill out the TECM template, available on OFM's budget forms [webpage](#); and
2. Send an electronic copy of the TECM, B-1 and B-2 forms to [Kevin Feltus](#) at LEAP by October 16, 2023. An example template is also provided on the forms [webpage](#) for reference.

**Enrollment information.** Include all students enrolled in state-supported courses, including students who are enrolled under non state-supported waivers. For the purpose of the tuition model, state-supported means courses for which operating fee revenue is deposited into Account 149.

Include the following information in your submittal:

- **Actual 2022-23 academic year headcount distribution** for students enrolled in courses for which operating fee revenue was deposited in Account 149. List this information by credit hour, campus, student category, residency status (resident vs. nonresident) and term. Reference the data template for more detail.
- **Annualized average 2023-24 academic year headcount distributions based on 10<sup>th</sup> day enrollment reporting** for students enrolled in courses for which operating fee revenue was deposited into Account 149. List this information by credit hour, campus, student category and residency status. Reference the data template for more detail. “Annualized average” means fall, winter and spring terms, but not summer for public four-year colleges and universities. The SBCTC may include summer term in its annualized average.

**Revenue information.** Include the following information in your submittal:

- **Gross actual Account 149 revenue collections for the 2022-23 academic year.** Provide information by campus and student type. In this case, there are only two student types – resident undergraduate and all other students.
- **Net operating fees.** These are fees deposited into Account 149 *after* waivers and the diversion of tuition collections into the institutional aid fund and *before* adding interest earnings and making bond payment transfers.
- **Total operating fee waived for the 2022-23 academic year.** Use OFM budget forms B-1 and B-2. Data should be at the student-category level for both resident and nonresident students. Use the same student categories as used to report enrollment information.