

Higher Education Addendum to 2018 Supplemental Operating Budget Instructions

These 2018 supplemental higher education operating budget instructions are in addition to, and expand upon, the Office of Financial Management's (OFM) [2018 Supplemental budget instructions](#). If a section is not referenced, there are no additional comments or exceptions.

Note:

- Tuition and Enrollment Change Model (TECM) submission should include 2016-17 student data and an annualized average for academic year 2017-18 based on 10th day enrollment. Due to the inclusion of 2017-18 data, the **TECM submittal is due Oct. 24, 2017**.
- An electronic copy of Higher Education Budget Forms 2018, limited to B1 – B4 forms, is due to OFM by **Oct. 24, 2017**. See [OFM budget forms](#) webpage.
- Institutions should submit a second electronic copy of forms B-1 and B-2 from the higher education budget forms, along with their TECM submission, to the Legislative Evaluation and Accountability Program Committee (LEAP).

OFM and the Legislature need this additional information to:

1. Understand the level of undergraduate student indebtedness at graduation and how each campus uses financial aid and tuition waivers.
2. Update the TECM. The model is used to estimate: (a) the financial impact of any 2017–19 tuition changes, and (b) the extent to which tuition revenues will offset instructional costs for new enrollments. Excel spreadsheets for the TECM data submissions can be found on the [OFM budget forms](#) webpage, along with the higher education budget forms for the 2018 supplemental. As in the past, LEAP will need data from you to update the model. Provide LEAP with this information by **Oct. 24, 2017**.

The Recommendation Summary

When completing the recommendation summary view of your budget, please submit detail for each institution and each campus showing all budgeted funds (see list below).

Budgeted Accounts

001	General Fund
08A	Education Legacy Trust Account
120	Administrative Contingency Account
143	Federal Appropriations Account
145	Grants and Contracts Account
148	Dedicated Local Account
149	Operating Fees Account
443	Data Processing Account
489	Pension Funding Stabilization Account
505	University of Washington – University Hospital Account
608	Accident Account
609	Medical Aid Account
788	Advanced College Tuition Payment Program Account

Special Reports

Tuition Waivers and Student Debt

- › On Attachment B-1 for state-supported waivers, 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, provide the same information for nonstate-supported waivers. Nonstate supported waivers are described in RCW 28B.15.915 and 28B.15.910(3).
- › On Attachment B-3, provide actual headcount recipients and grants and loans disbursed from federal and private financial aid sources packaged for state-supported students by your institution's financial aid office.
- › On Attachment B-4, report cumulative student loan debt at graduation for undergraduates receiving baccalaureate degrees in academic years 2014-15, 2015-16 and 2016-17.

Data for Updating the Tuition and Enrollment Change Model

Please provide the following information by **Oct. 24, 2017**.

Enrollment Information: Include all students enrolled in state-supported courses, including students who are enrolled under nonstate-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 2016–17 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 2017-18 academic year headcount distributions based on 10th 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.

Revenue Information: Include the following information in your submittal:

- **Gross actual Account 149 revenue collections for the 2016-17 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 actually 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 2016-17 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.
- **Cost per credit hour for the 2016-17 and 2017-18 academic years.** List operating, building and service and activity fee separately. Reference the data template for more detail. 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.

Prepare your **TECM special reports** in the template file located on the [OFM Budget Forms](#) webpage and send them to Kevin Feltus at Kevin.Feltus@leg.wa.gov at the LEAP Committee. Provide this data by **Oct. 24, 2017**.