Student Fee Request Web Application Instructions

All student fee request, new request and/or updates to existing students, for the upcoming year must be submitted via the Student Fee Request Web Application. This document provides high-level insturctions for using the Student Fee Request Web Application. If you need assistance or have any questions feel free to contact your Budget Office liasion or send an email to budgets@clemson.edu.

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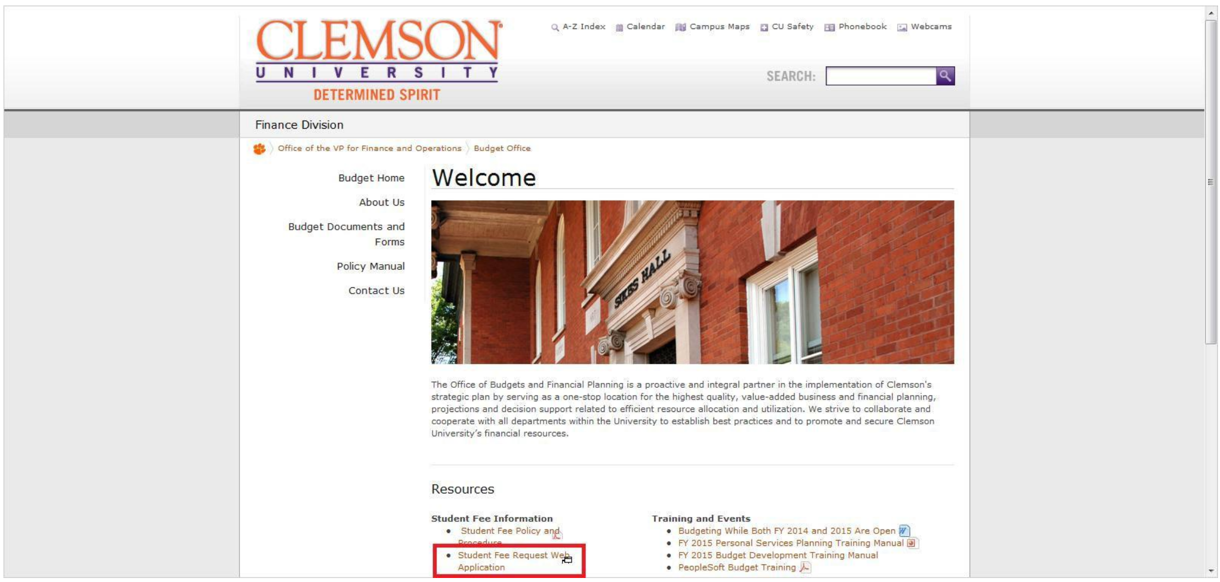
Access

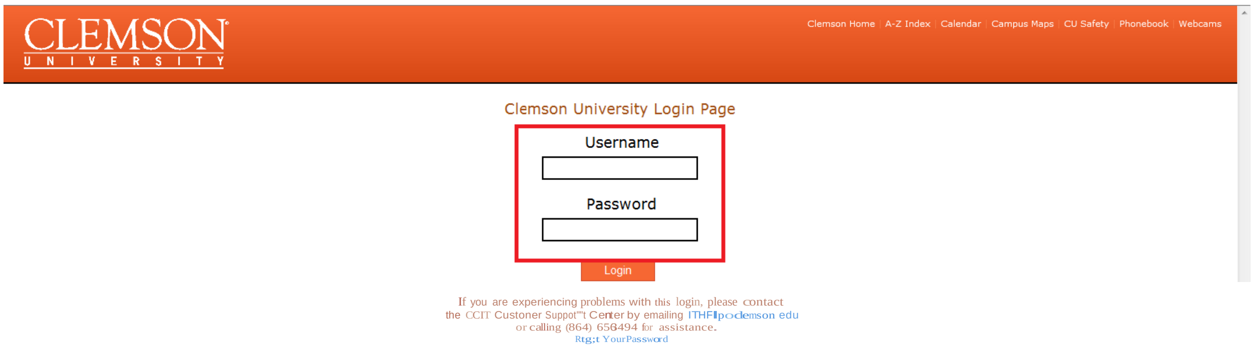
Website

Users will need to contact the Budget Office to request access to the Student Fee Request Web Application. Please contact David Watson (dwatso2@clemson.edu or 656-1320). In order to access the Student Fee Request Web Application using a web browser and navigate to the Budget Office website located at http://www.clemson.edu/finance/budgets/, select “Student Fee Request Web Application”.



Login

Enter your Clemson username,password and select "Login"



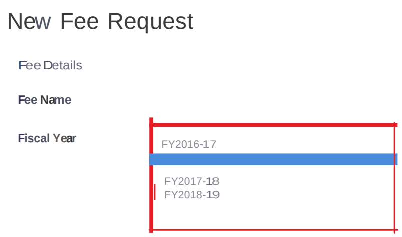
My Fee Requests

Once you have logged onto the Student Fee Request Web Application you will see all active requests you have submitted.

New Fee Request

Create

In order to create a new fee request simple select the "New Fee Requests" across the purple header and enter the "Fee Name", "Fiscal Year" which the request would be effective and then select "Create".

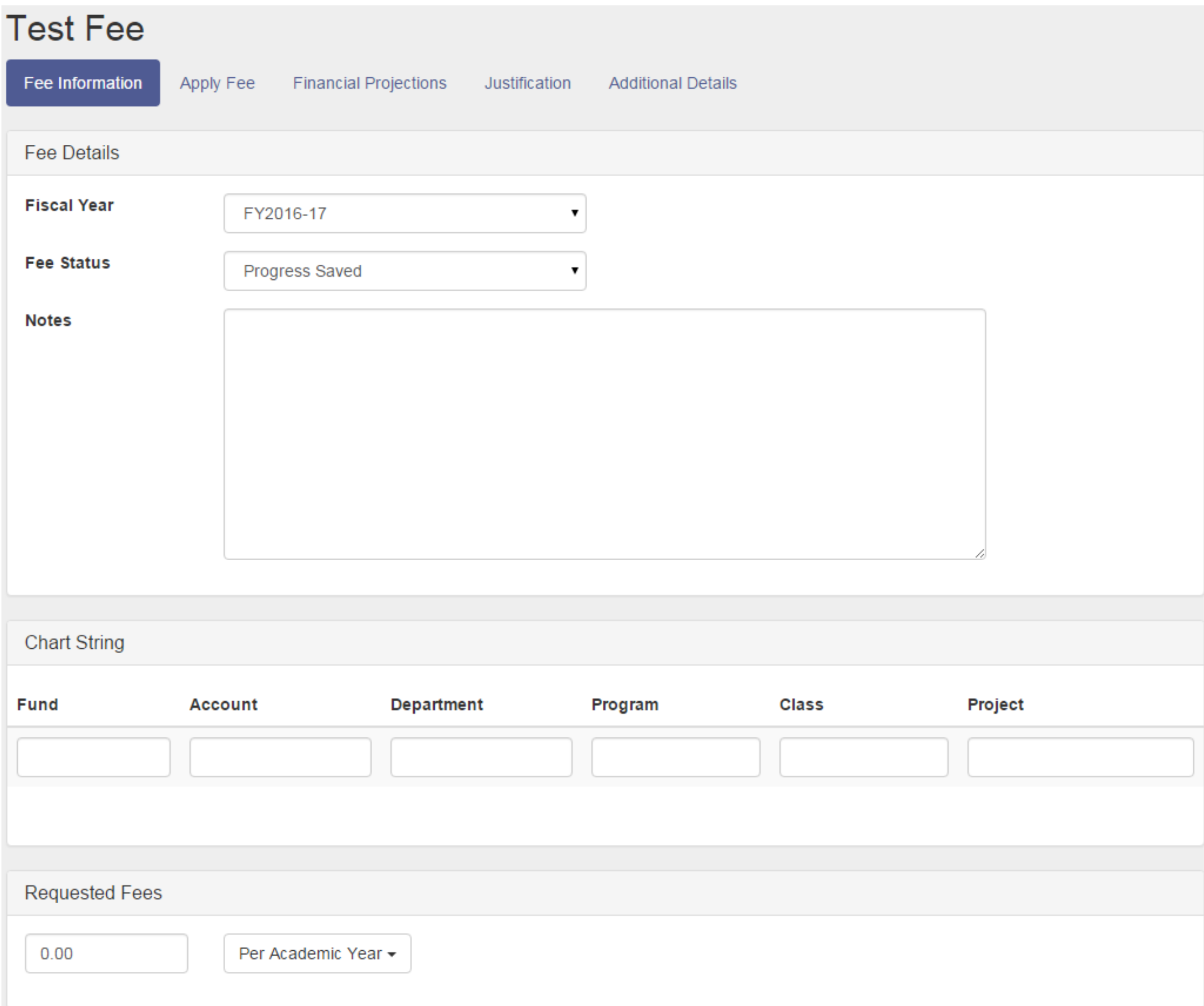


Data Entry

Once the new fee request has been created complete data entry, note that you can make changes and select the "Save Progress" at the bottom of each tab. Once you have completed data entry you can select the "Submit for Review" at the bottom of the "Additional Details" tab to submit the request for review and approval.

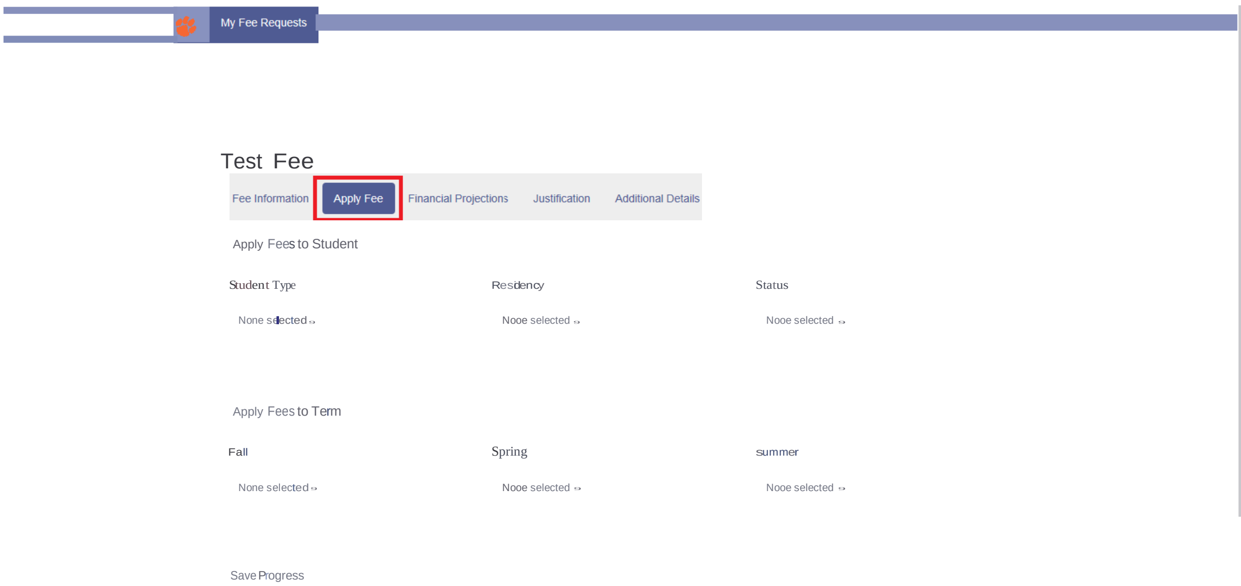
Fee Information

For the fee information tab you will need chart string details (account, fund, etc.), the fee amount / frequency (per year, per term, etc.) and estimated headcount information.



Apply Fee

For the apply fee tab you will need details regarding which students would pay the fee (undergraduate, instate,fulltime,etc.) and which term / part of term (fall, summer I,etc.) the fee would be assessed.



Financial Projection

For the financial projections tab you will need to provide historical details regarding revenue and expenditures in addition to projections if the fee was not approved or approved. Note that if the fee requests for a new fee simple enter the last column with the financial projections if the fee was approved.

My Fee Requests

Test Fee

Fee Information | Apply Fee | Financial Projections | Justification | Additional Details

Financial Projections

	Projected Actuals FY2013-14	Projected Actuals FY2014-15	Projected Actuals FY2015-16	Projected FY2016-17 without increase	Projected FY2016-17 with increase
Beginning Fund Balance-					
Fee Revenues Other					
Revenues-					
Total Revenues:					
Unclassified & Faculty:					
Classified:					
Graduate					

Justification

For the justification tab you will need to provide explanations for the; "Current Situation","Future Needs","Goals and Outcomes" and "Fee Utilization".

My Fee Requests

Test Fee

Fee Information Apply Fee Financial Projections Justification Additional Details

Current Situation

Future Needs

Goals and Outcomes

Additional Details

For the additional details tab you can upload a single attachment file to provide additional details regarding the fee request. In addition you can select the "Submit for Review" to submit the fee request.

Managing Fee Requests

You can review and access any active fee request by selecting “My Fee Requests” in the purple header.

My Fee Requests

In order to access an active fee request simple select “My Fee Requests” in the purple header and then select either the “Fee ID” or the “Fee Name” for the fee request in question.