

# Instructions for Completing the 2011-12 District Postsecondary Student Fee Survey

**The Fee survey should be completed by districts that offer Career Certificate/ATD/Vocational Prep Programs and/or Adult General Education. For those districts having more than one director for Career and Technical Education or Adult Basic Education programs, please coordinate appropriately and submit only one completed form for each district.**

When filling out the form, the Excel spreadsheet will indicate if the amount entered is within the allowable fee ranges. If an amount is entered that does not fall within the allowable range, the shading will turn red. If the amount entered falls within the allowable range, the shading will turn green. Otherwise, the shading is defaulted to yellow. To assist you, the 2011-12 Fee Ranges have been included at the bottom of the survey. No amounts need to be entered for the Total Tuition Per Hour and Total Tuition Per Year since these amounts are determined using a formula.

- 1 Please enter your District name at the top of the form.
- 2 Career Certificate/ATD/Vocational Prep Programs: According to the workforce development fees statute, s. 1009.22(3), Florida Statutes, a district's tuition must be within 5 percent (above or below) of the standard tuition and out-of-state fee, if applicable. Therefore, the 2011-12 standard tuition range for certificate programs is \$2.11 to \$2.33. The following fields should be completed:
  - Resident Tuition
  - Out-of-State Fee
  - Student Financial Aid Fee (Resident and Non-resident if applicable)
  - Capital Improvement Fee (Resident and Non-resident if applicable)
  - Technology Fee (Resident and Non-resident if applicable)
- 3 Adult General Education: According to the workforce development fees statute, s. 1009.22(3), Florida Statutes, a district's tuition must be within 5 percent (above or below) of the standard tuition and out-of-state fee, if applicable. Therefore, the 2011-12 standard tuition is \$42.75 to \$47.25 per half year, or \$28.50 to \$31.50 per term. The following fields should be completed:
  - Tuition (Only provide tuition for one of the options, Term or Half Year)
  - Out-of-State Fee
  - Number of Terms (Only for those districts that determine tuition by term, not half year)
  - Start Date- Based on the tuition provided, Districts will be prompted to provide a start date (Month and Day) for each term or half-year block.
  - Tuition Policy- If you plan to offer Adult General Education, you will be prompted to provide information on policies related to enrollment and the collection of tuition. A dialogue box will appear beside the contact information section. If needed, you may attach additional explanation or documentation when returning the survey.
- 4 Contact Information- Please provide the following information in case additional follow-up is needed:
  - Name
  - Title
  - Phone Number
  - E-mail

Please save the Excel survey to your computer and send as an e-mail attachment to [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org). Please return the attached form no later than **Friday, September 2, 2011**.