

POLICY PROCEDURES ON STATE UNIVERSITY TUITION
REIMBURSABLE ACCOUNTS FOR CREDIT BEARING ACTIVITIES

*Policy Procedures on State University Tuition Reimbursable Accounts
for Credit Bearing Activities*

In May of 1993, the policies governing the formerly Income Fund Reimbursable (IFR) Program activities were superseded by the following Special Policy Guidelines Governing the Use of the State University Tuition Reimbursable Account (SUTRA) from William Anslow, Vice Chancellor for Finance and Business.

This addendum sets forth the policy guidelines and procedures for State University Tuition Reimbursable Accounts for Credit Bearing Activities.

Note: These (SUTRA) credit bearing activities do not generate regularly budgeted State supported F.T.E. workload.

May 1993

**State University of New York
(State-Operated Campuses only)**

**Special Policy Guidelines Governing the Use
of the State University Tuition Reimbursable Account**

The State University Tuition Reimbursable Account (SUTRA) comprises four separate credit bearing income fund reimbursable types of activities:

Summer Session (self supporting)
Overseas Academic Programs (excluding EXCHANGE STUDENTS)
Contract Courses (see CONTRACT COURSES)
Academic Year (Fall/Spring) overflow enrollment (see Policy Addendum,
May 1993, Special Policy Guidelines Governing the Use of the State
University Tuition Reimbursable Account)

Summer Session, Overseas Academic Programs, and Contract Courses are all unlimited in the enrollment they may generate. However, all institutional and support costs (Library, Student Services, Maintenance and Operation of Plant, and Administration, etc.) must be paid from revenue generated by these instructional activities. Further, enrollment for such programs are to be planned, budgeted, and reported separately from both regular academic-year enrollment and Fall/Spring overflow enrollment. The Fall/Spring overflow account is limited both as to AAFTE students planned or reported, and tuition revenue which a campus may retain.

Each campus is required to submit annually to the Office of Planning and Policy Analysis a comprehensive enrollment plan, including both funded "benchmark" enrollment and enrollment in Overseas Academic Programs, summer session, and contract courses. The enrollment plan should not include any AAFTE or headcount associated with potential overflow enrollment. Plans for each of these areas must include separately identifiable headcount and annual academic full time equivalent (AAFTE) students.

A. Summer Session

Summer Session is unlimited as to enrollment. It may include instructional activity conducted anytime during the period following Spring commencement and ending with the beginning of classes for the Fall semester which is not included as part of the regular academic year. Summer Session enrollment and revenue are to be recorded separately from enrollment generated during the regular academic year (fall/spring). Tuition charges are limited to regular tuition; however, summer session revenue is expected to pay both the direct costs of instruction plus the costs of support activities, including Libraries and Student Services, General Administration, M&O of Physical Plant and Fringe Benefits on all personnel. The overhead charges,

(including fringe benefits), will be deducted as a flat charge from revenue. The campuses will retain their shares of General Administration in their budgets.

B. Overseas Academic Programs

Overseas Academic Programs are unlimited as to enrollment. Campuses do have the option of charging students additional fees in order to cover the extra costs of overseas instruction in certain areas. However, the SUNY regular tuition rate will be the minimum charge. The on-campus (administrative) portion of these programs will be subject to normal fringe benefits, administrative and M&O overhead charges. However, the expense of overseas activities is waived any administrative or M&O overhead charge as a "flow-through" account.

C. Contract Courses

Contract Courses for credit enrollment under SUTRA are unlimited as to enrollment but must meet the following conditions:

1. The instructional activity must be contracted for and paid by a third party (a corporation, state agency, union, etc.)
2. The enrollment in the designated course(s) or section(s) must be restricted to individuals specified in the contract through an affiliation with the third party.
3. All costs of the program must be charged to the contracting third party and per student rates must be set at the greater of regular tuition or at a level sufficient to cover the total costs incurred by the program, including direct instructional costs, support costs, overhead charges and fringe benefits.

D. Fall/Spring Overflow Enrollment/Revenue

Overflow revenue, to be retained by the campus, is subject to a maximum as set by the Provost's Office of State University. The overflow enrollment is interchangeable programmatically with regularly budgeted enrollment. They both or either may include enrollment in campuses and sections regularly scheduled during the fall and spring semesters, as well as courses and sections offered fall or spring during the evening, off campus, through continuing education, intern programs and through experimental courses or programs.

Each campus' Income Offset tuition revenue target will be based upon the enrollment plan as approved by the Office of Planning and Policy Analysis and upon the related revenue projection approved by the University Controller's Office. Tuition revenue collected exceeding the approved income offset revenue target will be transferred to the campus's tuition reimbursable account up to an amount equivalent to the percentage overflow limit established by the Provost's Office. Campuses which fail to achieve their tuition revenue income offset target in the current fiscal year will be required to reduce State Operating expenditures and allocations accordingly.