



Indiana University of Pennsylvania AY2022-23 and AY2023-24 Proposed Student Fees

Each year at the December IUP Council of Trustees meeting, a Student Fee Proposal book is presented. It includes any proposed changes to existing fees and proposals for new fees for council review and action.

Board of Governors Policy 1999-02A: Tuition was revised on July 10, 2019. This policy now requires the BOG to approve tuition rates for a two-year period, with the second year being tentative. Therefore, IUP student fee changes requested will be for two years, covering AY2023-24 and AY2024-25.

Unless otherwise noted, all approved fees will be effective beginning the fall 2023 semester.

**Supporting Financial
Materials for
FY2023-24 and FY2024-25
Proposed Student Fees
December 8, 2022**

**Indiana University of Pennsylvania
Council of Trustees**

**Indiana University of Pennsylvania Council of Trustees
Supporting Financial Materials for FY2023-24 and FY2024-25
Proposed Student Fees**

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Indiana University of Pennsylvania
Fee Analysis: Brief Summary

Academy of Culinary Arts

Supply Package and Baking Supply Package Fee

Students in the Culinary Arts program are assessed a Supply Package Fee, and students in the Baking and Pastry Arts program are assessed a Baking Supply Package Fee.

These fees are currently the same amount, and the request is to increase both fees from \$1,500 to \$2,000.

All first-year students in the Culinary Arts and Baking and Pastry arts programs are currently assessed a fee to cover the costs associated with the supply package the student receive in their first semester in the program. The current \$1,500 fee is paid by the students in four equal installments at the start of each semester. This request is to increase this fee from \$1,500 to \$2,000 and from \$375 per semester to \$500 per semester. No increase is being proposed for FY2024-25.

Supply Package – 2nd Certificate

All students who return for a second certificate in culinary arts are assessed a fee to cover the costs associated with the supply package they receive in their first semester in the program. The current \$500 fee is paid by the students in three equal installments at the start of each semester. This request is to increase this fee from \$500 to \$750. No increase is being proposed for FY2023-24.

**Indiana University of Pennsylvania
Student Fee Proposals for Academic Year 2023-24 and 2024-25**

Presented to IUP Council of Trustees for the December 8, 2022, meeting
Rates effective beginning with fall 2023 semester, unless otherwise noted.

MANDATORY FEES	2022-23 Current Fee per Semester	2023-24 Proposed Fee per Semester	Proposed Increase	Percent Increase	2024-25 Proposed Fee per Semester	Proposed Increase	Percent Increase
Academy of Culinary Arts							
Supply Package	1,500.00	2,000.00	500.00	33.3%	2,000.00	-	0.0%
Baking Supply Package	1,500.00	2,000.00	500.00	33.3%	2,000.00	-	0.0%
Supply Package 2nd Certificate Students	500.00	750.00	250.00	50.0%	750.00	-	0.0%

Indiana University of Pennsylvania
AY 2023-24 and AY 2024-25 (two-year) Student Fee Change Request Form

Part 1: Title and Rate

Fee Title: Supply Package
(If current fee, list title exactly as approved by the IUP Council of Trustees.)

Note: Enter the exact dollar amount. Percent change will calculate automatically

Please check one:

<input type="checkbox"/> New Fee	Year 1:	Rate as of Fall 2022: <i>(N/A if new fee)</i>	\$ 1,500.00
<input checked="" type="checkbox"/> Fee Increase		Proposed Rate: Fall 2023: <i>(Please explain if beginning date is different from fall 2023 semester)</i>	\$ 2,000.00
<input type="checkbox"/> Fee Decrease			
<input type="checkbox"/> Fee Title Change		Change:	\$ 500.00
		Change %:	33%
	Year 2:	Proposed Rate as of Fall 2023: <i>(N/A if new fee)</i>	\$ 2,000.00
		Proposed Rate: Fall 2024: <i>(Please explain if beginning date is different from fall 2024 semester)</i>	\$ 2,000.00
		x	
		Change:	\$ -
		Change %:	0%

Part 2: Rate Assessment

If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

All first-year students in the Culinary Arts and Baking and Pastry arts programs are assessed a fee to cover the costs associated with the supply package they receive in their first semester in the program. The fee is paid by the students in four equal installments at the start of each semester. NOTE: Students who started in the fall of 2022 should continue to be assessed the current fee of \$1,500 (\$375 each semester) in the fall of 2023, however; new students in the fall of 2023 should be assessed the new fee of \$2,000 (\$500 each semester).

Part 3: Description

Describe the purpose of the fee, what activities it will support, and provide the fund center where revenue should be recorded.

This fee is for the uniforms, books, knife kit and tools, and supplies the students need to complete the program, along with the tools they need to start their externship work experience and careers. This Supply Package fee hasn't changed in 20 years. With the increased cost of products and supplies, it has become difficult to provide the needed items to students at the current fee structure. The fund center would be Culinary Academics 4012203001.

Part 4: Justification - Attachments Required:

- A) Complete the Total Cost of Attendance Analysis: Attachment A**
- B) Provide comparative analysis of the respective system institution fees: Attachment B**
N/A - there are no other State System culinary programs.
- C) Provide a revenue/expense summary: Attachment C**

Part 5: Originating Department

Recommended by: <u>Dr. Lara Luetkehans</u>	Submitted to Administration and Finance Committee: <u>Dr. Debra Fitzsimons</u>
Title: Provost and Vice President for Academic Affairs	Title: Vice President for Administration and Finance

For Official Use Only:

Beginning Fund Balance (if applicable) _____

COT Approval Date: _____

Cost Center Posting: _____ Detail Code: _____

Indiana University of Pennsylvania
AY 2023-24 and AY 2024-25 (two-year) Student Fee Change Request Form

Part 1: Title and Rate

Fee Title: Baking Supply Package Fee
*(If current fee, list title **exactly** as approved by the IUP Council of Trustees.)*

Note: Enter the exact dollar amount. Percent change will calculate automatically

Please check one:

<input type="checkbox"/> New Fee <input checked="" type="checkbox"/> Fee Increase <input type="checkbox"/> Fee Decrease <input type="checkbox"/> Fee Title Change	Year 1: Year 2:	Rate as of Fall 2022: <i>(N/A if new fee)</i> Proposed Rate: Fall 2023: <i>(Please explain if beginning date is different from fall 2023 semester)</i> Change: Change %:	\$ 1,500.00 \$ 2,000.00 \$ 500.00 33% \$ 2,000.00 <i>(N/A if new fee)</i> \$ 2,000.00 <i>(Please explain if beginning date is different from fall 2024 semester)</i> <i>x</i> \$ - 0%
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Part 2: Rate Assessment

If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.
 All first-year students in the Culinary Arts and Baking and Pastry arts programs are assessed a fee to cover the costs associated with the supply package they receive in their first semester in the program. The fee is paid by the students in four equal installments at the start of each semester. NOTE: Students who started in the fall of 2022 should continue to be assessed the current fee of \$1,500 (\$375 each semester) in the fall of 2023, however; new students in the fall of 2023 should be assessed the new fee of \$2,000 (\$500 each semester).

Part 3: Description

Describe the purpose of the fee, what activities it will support, and provide the fund center where revenue should be recorded.
 This fee is for the uniforms, books, knife kit and tools, and supplies the students need to complete the program, along with the tools they need to start their externship work experience and careers. This Supply Package fee hasn't changed in 20 years. With the increased cost of products and supplies, it has become difficult to provide the needed items to students at the current fee structure. The fund center would be Culinary Academics 4012203001.

Part 4: Justification - Attachments Required:

- A) Complete the Total Cost of Attendance Analysis: Attachment A**
- B) Provide comparative analysis of the respective system institution fees: Attachment B**
N/A - there are no other State System culinary programs.
- C) Provide a revenue/expense summary: Attachment C**

Part 5: Originating Department

Recommended by: <u>Dr. Lara Luetkehans</u> Title: Provost and Vice President for Academic Affairs	Submitted to Administration and Finance Committee: <u>Dr. Debra Fitzsimons</u> Title: Vice President for Administration and Finance
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For Official Use Only:

Beginning Fund Balance (if applicable) _____

 COT Approval Date: _____
 Cost Center Posting: _____ Detail Code: _____

Attachment A
Total Cost of Attendance
Fall and Spring Semester

In-State Academy of Culinary Arts				
Full-Time - 525 hours per semester - 4 semesters				
Total Cost of Attendance				
	FY2022-Fall	FY2023-Spring	FY2023-Summer	FY2023-Fall (with proposed increase)
Culinary Instructional Fee	\$ 7,848	\$ 7,848	\$ 7,848	\$ 7,848
Technology Fee	239	239	239	239
Student Activity Fee	540	540	157	540
Regional Campus Student Health Fee	100	100	-	100
Culinary Transportation Fee	46	46	46	46
Supply Package*	375	375	375	500
I-Card Fee	7.50	7.50	-	7.50
Total Cost of Attendance	\$ 9,156	\$ 9,156	\$ 8,665	\$ 9,281

*Fee for new students starting in fall 2023. Fee of \$375 should be charged to students who started in fall 2022.

The most common room charges during the fall and spring semesters are approximately \$4,723 per semester, with summer housing at approximately \$3,790.

Fee Comparative Analysis of System Institutions

Fee Title: Supply Package - Academy of Culinary Arts (No Culinary in System, except IUP)

	FY2022-23	FY2023-24	FY2024-25
Indiana	\$ 1,500	\$ 2,000	\$ 2,000
Bloomsburg	\$ -	\$ -	\$ -
California	\$ -	\$ -	\$ -
Cheyney	\$ -	\$ -	\$ -
Clarion	\$ -	\$ -	\$ -
East Stroudsburg	\$ -	\$ -	\$ -
Edinboro	\$ -	\$ -	\$ -
Kutztown	\$ -	\$ -	\$ -
Lock Haven	\$ -	\$ -	\$ -
Mansfield	\$ -	\$ -	\$ -
Millersville	\$ -	\$ -	\$ -
Shippensburg	\$ -	\$ -	\$ -
Slippery Rock	\$ -	\$ -	\$ -
West Chester	\$ -	\$ -	\$ -

Note: If System Institution Fee is unknown for future years, use the FY2022-23 rate throughout.

No other State System schools have a culinary program.

Comparable Cost of Attendance (Outside PASSHE)

	Tuition	Fees	Total Cost
Culinary Institute of America			
Culinary Arts Certificate	\$ 16,925.00	\$ 3,350.00	\$ 20,275.00
AAS degree in Culinary Arts	\$ 17,810.00	\$ 3,785.00	\$ 21,595.00
AAS degree in Baking and Pastry Arts	\$ 17,810.00	\$ 3,785.00	\$ 21,595.00
Auguste Escoffier School of Culinary Arts			
AOS degree in Culinary Arts	\$ 34,380.00	\$ 650.00	\$ 35,030.00
Pastry Arts Diploma	\$ 16,808.00	\$ 450.00	\$ 17,258.00
AOS degree in Baking and Pastry	\$ 34,380.00	\$ 650.00	\$ 35,030.00
Institute of Culinary Education			
AAS degree in Culinary Arts	\$ 42,550.00		\$ 42,550.00
AAS degree in Baking and Pastry Arts	\$ 41,850.00		\$ 41,850.00
Kendall College of Culinary Arts			
AAS degree in Culinary Arts	\$ 32,164.00	\$ 3,850.00	\$ 36,014.00
AAS degree in Baking and Pastry Arts	\$ 32,164.00	\$ 3,850.00	\$ 36,014.00
Indiana University of Pennsylvania (including proposed fee increases)			
Culinary Arts Certificate	\$ 23,544.00	\$ 4,307.00	\$ 27,851.00
Baking and Pastry Arts Certificate	\$ 23,544.00	\$ 4,307.00	\$ 27,851.00
AAS in Culinary Arts	\$ 28,966.00	\$ 4,307.00	\$ 33,273.00
AAS in Baking and Pastry Arts	\$ 28,966.00	\$ 4,307.00	\$ 33,273.00

*Costs of room and board are not included in this comparison
 Various requirements based on the program and institution*

IUP Fee Breakdown - including increase to supply package				
	Fall	Spring	Summer	Fall
Activity Fee	\$ 540.00	\$ 540.00	\$ 157.00	
Technology Fee	\$ 239.00	\$ 239.00	\$ 239.00	
Supply Package	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
I-Card Fee	\$ 15.00			
Transportation Fee	\$ 46.00	\$ 46.00	\$ 46.00	
Health Service Fee	\$ 100.00	\$ 100.00		
	\$ 1,440.00	\$ 1,425.00	\$ 942.00	\$ 500.00
				\$ 4,307.00

Revenue/Expenses Summary

Fee Title: Supply Package

Estimated Beginning Balance as of July 1, 2023 (If applicable)	<u>0</u>
Revenues: (Provide head count or credit hours used)	
Total Revenues	<u>180000</u>
Expenditures:	
Total Expenditures	<u>180000</u>
Estimated Ending Balance as of June 30, 2024 (If applicable)	<u><u>\$ -</u></u>

Narrative Justification:

The fee increase will enable us to break even on the Supply Package Fee vs. costs.

Revenues and expenditures are based on a supply package cost of \$2,000 per student and revenue of \$2,000 per student for 90 students.

The revenues equal expenditures as the cost of the supply package is equal to the fee imposed.

**IUP Academy of Culinary Arts
Student Supply Package**

ITEM	Qty per Student	CULINARY		BAKING & PASTRY	
		Unit Price	Total Price	Unit Price	Total Price
Knife Kit	1	\$ 298.10	\$ 298.10	\$ 311.30	\$ 311.30
Chef Coat	5	\$ 15.85	\$ 79.25	\$ 15.85	\$ 79.25
Chef Pant	5	\$ 24.10	\$ 120.50	\$ 24.10	\$ 120.50
Embroidery	1	\$ 9.75	\$ 9.75	\$ 9.75	\$ 9.75
Black Scarf	5	\$ 5.60	\$ 28.00	\$ 5.60	\$ 28.00
Chef Hat	5	\$ 6.90	\$ 34.50	\$ 6.90	\$ 34.50
Apron	5	\$ 4.35	\$ 21.75	\$ 4.35	\$ 21.75
Side Towel	10	\$ 1.85	\$ 18.50	\$ 1.85	\$ 18.50
Embroidery	1	\$ 9.75	\$ 9.75	\$ 9.75	\$ 9.75
Professional Cooking	1	\$ 94.34	\$ 94.34		\$ -
ServSafe Manager Book	1	\$ 70.30	\$ 70.30	\$ 70.30	\$ 70.30
Professional Baking	1	\$ 123.25	\$ 123.25	\$ 123.25	\$ 123.25
Manage First: Hospitality & Restaurant Market	1	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00
Manage First: Hospitality Accounting	1	\$ 59.99	\$ 59.99	\$ 59.99	\$ 59.99
Garde Manger	1	\$ 64.95	\$ 64.95		\$ -
Hospitality	1	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00
Culinary Math	1	\$ 218.00	\$ 218.00	\$ 218.00	\$ 218.00
Nutrition for Food Service	1	\$ 95.78	\$ 95.78	\$ 95.78	\$ 95.78
Profitable Beverage Management	1	\$ 119.99	\$ 119.99	\$ 119.99	\$ 119.99
Modern Food Service Purchasing	1	\$ 79.16	\$ 79.16	\$ 79.16	\$ 79.16
Professionalism/Skills	1	\$ 93.32	\$ 93.32	\$ 93.32	\$ 93.32
Management by Menu	1	\$ 21.53	\$ 21.53	\$ 21.53	\$ 21.53
The Professional Server	1	\$ 113.98	\$ 113.98	\$ 113.98	\$ 113.98
Menu Planning	1	\$ 94.99	\$ 94.99	\$ 94.99	\$ 94.99
The Professional Pastry Chef	1			\$ 70.00	\$ 70.00
Shipping Fees	1	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Notebooks	1	\$ 0.75	\$ 0.75	\$ 0.75	\$ 0.75
Printing	1	\$ 1.75	\$ 1.75	\$ 1.75	\$ 1.75
	TOTAL		\$ 1,990.18		\$ 1,914.09
9/28/2022	10% increase		\$ 2,189.20		\$ 2,105.50

Indiana University of Pennsylvania
AY 2023-24 and AY 2024-25 (two-year) Student Fee Change Request Form

Part 1: Title and Rate

Fee Title: Supply Package 2nd Certificate Students
(If current fee, list title exactly as approved by the IUP Council of Trustees.)

Note: Enter the exact dollar amount. Percent change will calculate automatically

Please check one:

<input type="checkbox"/> New Fee <input checked="" type="checkbox"/> Fee Increase <input type="checkbox"/> Fee Decrease <input type="checkbox"/> Fee Title Change	Year 1: Rate as of Fall 2022: <i>(N/A if new fee)</i> Proposed Rate: Fall 2023: <i>(Please explain if beginning date is different from fall 2023 semester)</i> Proposed Rate: Fall 2024: <i>(Please explain if beginning date is different from fall 2024 semester)</i> Change: Change %:	\$ 500.00 \$ 750.00 \$ 250.00 50% \$ 750.00 <i>(N/A if new fee)</i> \$ 750.00 <i>(Please explain if beginning date is different from fall 2024 semester)</i> \$ - 0%
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Part 2: Rate Assessment

If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

All students who return for a second certificate in culinary arts are assessed a fee to cover the costs associated with the supply package the students receive in their first semester in the program. The fee is paid by the students in three equal installments at the start of each semester.

Part 3: Description

Describe the purpose of the fee, what activities it will support, and provide the fund center where revenue should be recorded.

This fee is for the uniforms, books, knife kit and tools, and supplies the students need to complete the program, along with the tools they need to start their externship work experience and careers. This fee hasn't changed in the past 15 years of the program. With the increased cost of products and supplies it has become difficult to provide the needed items to students under the current fee structure. The fund center would be Culinary Academic (4012203001).

Part 4: Justification - Attachments Required:

- A) Complete the Total Cost of Attendance Analysis: Attachment A**
- B) Provide comparative analysis of the respective system institution fees: Attachment B**
 No other State System schools have a pastry program.
- C) Provide a revenue/expense summary: Attachment C**

Part 5: Originating Department

Recommended by:
Dr. Lara Luetkehans
 Title: Provost and Vice President for Academic Affairs

Submitted to Administration and Finance Committee:
Dr. Debra Fitzsimons
 Title: Vice President for Administration and Finance

For Official Use Only:

Beginning Fund Balance (if applicable) _____

COT Approval Date: _____
 Cost Center Posting: _____ Detail Code: _____

Attachment A
Total Cost of Attendance
Fall and Spring Semester

	2nd Certificate Returning Culinary Students			
	Full Time - 400 hours per semester - 3 semesters			
	Total Cost of Attendance			
	FY2022-Fall	FY2023-Spring	FY2023-Summer	FY2023-Fall
Culinary Instructional Fee	\$ 7,848	\$ 7,848	\$ 7,848	\$ 7,848
Technology Fee	239	239	239	239
Student Activity Fee	540	540	157	540
Regional Campus Student Health Fee	100	100	-	100
Culinary Transportation Fee	46	46	46	46
Supply Package	166.67	166.67	166.66	250
I-Card Fee	7.50	7.50	-	7.50
Total Cost of Attendance	\$ 8,947	\$ 8,947	\$ 8,457	\$ 9,031

The most common room charges during the fall and spring semesters are approximately \$4,723 per semester, with summer housing at approximately \$3,790.

Attachment B
Fee Comparative Analysis of System Institutions

Fee Title: Supply Package Academy of Culinary Arts (No Culinary in System, Except IUP)

	FY2022-23	FY2023-24	FY2024-25
Indiana	\$ 500	\$ 750	\$ 750
Bloomsburg	\$ -	\$ -	\$ -
California	\$ -	\$ -	\$ -
Cheyney	\$ -	\$ -	\$ -
Clarion	\$ -	\$ -	\$ -
East Stroudsburg	\$ -	\$ -	\$ -
Edinboro	\$ -	\$ -	\$ -
Kutztown	\$ -	\$ -	\$ -
Lock Haven	\$ -	\$ -	\$ -
Mansfield	\$ -	\$ -	\$ -
Millersville	\$ -	\$ -	\$ -
Shippensburg	\$ -	\$ -	\$ -
Slippery Rock	\$ -	\$ -	\$ -
West Chester	\$ -	\$ -	\$ -

Note: If System Institution Fee is unknown for future years, use the FY2022-23 rate throughout.

No other State System schools have a culinary program.

Revenue/Expenses Summary

Fee Title: Supply Package

Estimated Beginning Balance as of July 1, 2023 (If applicable)	<u>0</u>
Revenues: (Provide head count or credit hours used)	
Total Revenues	<u>18750</u>
Expenditures:	
Total Expenditures	<u>18750</u>
Estimated Ending Balance as of June 30, 2024 (If applicable)	<u><u>\$ -</u></u>

Narrative Justification:

Each second certificate student receives a supplemental supply package. Revenue is based on 25 students at \$750 per student. Expenditures are equal to revenues as the cost of the supply package is equal to the cost of the fee.

2nd YEAR B&P

ITEM	Qty per Student	Unit Price	Total Price
Knife Kit	1	\$ 248.34	\$ 248.34
<hr/>			
Chef Coat	5	\$ 15.85	\$ 79.25
Chef Pant	5	\$ 24.10	\$ 120.50
Embroidery	1	\$ 9.75	\$ 9.75
Black Scarf	5	\$ 5.60	\$ 28.00
Chef Hat	5	\$ 6.90	\$ 34.50
Apron	5	\$ 4.35	\$ 21.75
Side Towel	10	\$ 1.85	\$ 18.50
Embroidery	1	\$ 9.75	\$ 9.75
<hr/>			
ServSafe Manager Book	1	\$ 70.30	\$ 70.30
The Professional Pastry Chef	1	\$ 70.00	\$ 70.00
<hr/>			
Shipping Fees	1	\$ 2.00	\$ 2.00
Notebooks	1	\$ 0.75	\$ 0.75
Printing	1	\$ 1.75	\$ 1.75
TOTAL			\$ 715.14
10% increase			\$ 786.65

9/28/2022