2020 Supplemental
HIGHER EDUCATION ADDENDUM

This higher education addendum expands upon the Office of Financial Management's (OFM) 2020 supplemental operating budget instructions.

Key tasks and deadlines:
- ✓ Submit an electronic copy of the higher education budget forms template with your operating budget submittal in October 2019. This only includes state-supported tuition waiver forms for the purpose of updating the TECM model.
- ✓ Fill out the tuition and enrollment change model (TECM) template and B-1 and B-2 forms and email it to Kevin.Feltus by **October 17, 2019.**

OFM and the Legislature need this additional information to:
1. Update the TECM, which is used to estimate: (a) the financial impact of any 2019–21 tuition changes, and (b) the extent to which tuition revenues will offset instructional costs for new enrollments.

State Supported Waivers (B-forms)

Tuition waivers

1. On **Attachment B-1 (Waivers – state supported),** 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.
2. On **Attachment B-2 (Waivers – nonstate supported),** provide the same information, as described above. Nonstate supported waivers are described in RCW 28B.15.915 and 28B.15.910(3).
3. Include an electronic copy of forms B-1 and B-2 with your TECM data submission to Kevin Feltus at LEAP.

Tuition and enrollment change model (TECM) data

Data for updating the TECM
TECM data should include 2018-19 student data and an annualized average for the 2019-20 academic year based on 10th day enrollment.
1. Fill out the TECM template, available on OFM's budget forms webpage; and
2. Send an electronic copy of the TECM, B-1 and B-2 forms to Kevin Feltus at LEAP by **October 17, 2019**.

Enrollment information. Include all students enrolled in state-supported courses, including students who are enrolled under non state-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 2018–19 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 2019-20 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 2018-19 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 2018-19 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 2018-19 and 2019-20 academic years.** List operating, building, and service and activity fees 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.