

Instructions for Completing the 2021-22 District Postsecondary Student Fee Survey

The Fee and Program Fees Survey must be completed by all Districts that offer Career Certificate/ATD/ and/or Adult General Education programs. For those Districts having more than one Director for Career and Technical Education or Adult General 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 blue. To assist you, the 2021-22 Fee Ranges have been included in 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 and contact information at the top of the form. Please provide the following information in case additional follow-up is needed:
 - District
 - Name
 - Title
 - Phone Number
 - Email

- 2 Career Certificate/ATD/AAAE: According to the workforce development fees statute, s. 1009.22(3)(d), 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 2021-22 standard tuition range for certificate programs is \$2.22 to \$2.44. 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)(d), Florida Statutes, a District's tuition must be within 5 percent (above or below) of the standard tuition. Therefore, the 2021-22 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)
 - 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 Border Differential Out-of-State Fee (applies only to Baker, Escambia, Gadsden, Leon, Nassau, Okaloosa, Santa Rosa, Walton, and Washington):
 - Use the dropdown menu to answer "yes" or "no" to the question "Does your district implement a plan for a differential out-of-state fee?"
 - If your answer is "no", stop. You are done.
 - If your answer is "yes", answer the question "How much is your district's border differential fee?" in the cell that follows that question.

Please save the Excel survey to your computer and send it as an email attachment to:
Audrey.Kervin@fldoe.org. Please return the attached completed form no later than **Friday, September 10, 2021.**