

State of Georgia
Nonpublic Postsecondary Education Commission
Instructions for "Gross Tuition Report" Form

House Bill 1997, adopted by the Georgia General Assembly during the 1992 legislative session, defines gross tuition as "the total amount collected by the postsecondary educational institution, net of refunds, for tuition, application fees, registration fees, and those other fees deemed appropriate by rule of regulation of the commission." Effective July 1, 1992 gross tuition is the basis for determination of any applicable authorization fees, institutional bonds, and participation fees for the Tuition Guaranty Trust Fund. The Nonpublic Postsecondary Education Commission has established fee schedules for these annual requirements.

Several of the items requested on this form are also requested on other forms submitted by most institutions during the application process for Certificates of Authorization. Because of the Commission's new obligations resulting from the 1992 legislative changes, the most recently available data are now being requested of all institutions. Due to the importance of obtaining accurate data, more specific instructions are provided for the amounts to be reported here.

Data submitted on the Form 1997, the "Gross Tuition Report" must represent a full twelve-month period. Each Institution may use its regular fiscal year for this purpose. Information may not be reported for a period which concluded more than one year before the submission date of this form.

If a new institution has not yet operated for a full year, it should estimate amounts for its first twelve months of operation. Actual amounts will be subsequently requested after the first year has been completed and appropriate adjustments made.

Institutions which are located outside of Georgia, and which do not maintain branch campuses or satellite instructional programs in Georgia, should report tuition amounts and enrollment figures **for their Georgia students only**. (included in this category are out-of-state distance education schools and institutions which are authorized only for the purpose of advertising and recruiting in Georgia.)

Instructions for each item on the form are as follows.

- 1. Gross tuition received (before refunds).** Enter the total amount collected in tuition during the twelve-month period identified on the form. Do not subtract any refunds from the amount reported on this line. Include any past-due tuition which was collected during this period, even if it was for instruction which had taken place previously. Do not include any tuition which was due but was not collected during this period. Do not reduce the amount reported on this line by any tuition amounts which were collected for instruction which had not yet been completed.
- 2. Application fees received (before refunds).** Enter the total amount collected during the twelve-month period for any fees associated with the application process, even if a term other than "application fee" is used. Do not subtract any refunds from the amount reported on this line.

- 3. Registration fees received (before refunds).** Enter the total amount collected during the twelve-month period for all fees, except those which are specifically and exclusively collected for the purpose of purchasing nonrefundable equipment, supplies, books, or other items actually used by students in the program of instruction. All items are refundable if returned in new condition and if applicable in a subsequent course of study offered by the institution.
- 4. Less refunds of tuition, application fees, and registration fees.** Determine the total amount of refunds paid during the twelve-month period from amounts listed above for tuition, application fees, and registration fees. Do not include refunds of any fees not included in amounts on line 2 or 3.
- 5. Total tuition and fees minus refunds.** Add lines 1, 2, and 3. then subtract from this sum the amount on line 4. Enter the result on line 5.

NOTE: The Nonpublic Postsecondary Education Commission is authorized to consider the inclusion of other types of fees in the definition of "gross tuition."

6. Enrollment during this twelve-month period:

In the space for "Total" enrollment, place the cumulative total number of students enrolled in the institution during the twelve-month period.

In the space for "Highest at One Time," place the highest number of students enrolled at any one time during the same period.

- 7. Certification.** The institution's President, Director, or other official authorized by the President or Director must certify the completeness and correctness of the data provided on the form. Enter the title of the person signing the report, and provide the current date.

IMPORTANT! The information provided in this report should be supported by financial and enrollment data maintained by the institution. The Commission staff may request access to such records if deemed necessary to document the accuracy of the reported data. The Commission will consider the adoption of penalties to be assessed in the event that data are found to be inaccurate or incomplete.