

Texas A&M University DE Pricing Template 2006-2007

To better accommodate those students wishing to know in advance how much a distance education class will cost, we have developed a spreadsheet that incorporates the template and figures the cost for a student taking the class. Fill out the “Formula Funding Template” page (tab) in the Excel spreadsheet and the following pages will automatically calculate the cost for residents, non-residents, and non-funded students. Please note that these totals may not be 100% accurate for all students, but are generally correct to the dollar. After the template is completed, it needs to be signed by the Dean and sent to the Office of Distance Education. Be sure to keep copies for yourself so you may answer any student questions regarding costs. Instructions for the template are as follows:

1. Fill out the applicable cells in yellow. This includes the course details at the top of the page: name of the department, name of course and sections, applicable terms, # of credit hours for the course, estimated non-funded students and funded students for the course.
2. Please enter the appropriate amount for the DE Instructional Enhancement Fee for the course.
3. Calculate the Teaching Fee for any non-funded students (Non-Residents living outside the State of Texas). The replacement fee is already totaled for you. If you have any documentation of any additional fees that affect the cost of the course add this amount into one of the categories provided and when finished attach the documentation to the template.
4. **Print out all four pages (tabs)** and have the Dean of your college sign the bottom of the formula funding sheet. After it is signed, send all four pages to the Office of Distance Education (MS 1478) for signature.