

New Academic Program Budget Form

Unit Name		Program Level					Certificate		
Program Name									
College									
Prepared by		Start Up	Year 1	Year 2	Year 3	Year 4	Year 5	TOTALS	NOTES
	Enter Fiscal Year	Year 0	2022-23	2023-24	2024-25	2025-26	2026-27		
REVENUES									
Enrollment	Students (Fall, Spring, & Summer enrollment combined)		10	15	15	20	20		
	Students (optional - additional cohorts)								
	total # of students		10	15	15	20	20		
Tuition	Tuition Rate		1,870	1,926	1,984	2,043	2,105		
	Tuition Rate Increase			3.0%	3.0%	3.0%	3.0%		
	Total Per Student Credit Hours (Fall, Spr., & Sum.)		19	19	19	19	19		
	Tuition revenue (Total)		\$355,300	\$548,939	\$565,407	\$776,492	\$799,787	\$3,045,924	
Other Source of Revenue									
	Tuition-Based, Endowed Scholarships, Fees, etc.							\$0	
TOTAL (100%) PROJECTED REVENUES			\$355,300	\$548,939	\$565,407	\$776,492	\$799,787	\$3,045,924	
INCREMENTAL NET TUITION REVENUE			\$319,770	\$494,045	\$508,866	\$698,843	\$719,808		
EXPENSES									
Direct Costs	Personnel								
	Salaries & Wages & Benefits (See Personnel tab)		\$250,710	\$344,007	\$490,793	\$504,982	\$519,598	\$2,110,090	
	SUBTOTAL - PERSONNEL COSTS		\$250,710	\$344,007	\$490,793	\$504,982	\$519,598	\$2,110,090	
	Library Resources								
	Journals, books, recordings, etc.		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
	Operating Costs								
	Tuition Reduction Request (%)		10%	10%	10%	10%	10%		
	Tuition Reduction Discount Request (per credit hour)		\$187	\$193	\$198	\$204	\$210		
	Total Tuition Reduction Request		\$35,530	\$54,894	\$56,541	\$77,649	\$79,979	\$304,592	
	Graduate Research/Teaching Assistant Request		\$40,000	\$20,000	\$60,000	\$40,000	\$20,000	\$180,000	
	Total Tuition and Stipend		\$75,530	\$74,894	\$116,541	\$117,649	\$99,979	\$484,592	
	Materials								
	Instructional Materials		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
	Office/Program Supplies		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
	Equipment								
	Capital Equipment Purchase (if applicable)		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	
	Non-capital equipment Purchase		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	
	Equipment Rental		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	
	Space & Facility (including renovation) Needs								
		\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	
	Contract Services (if FTE not directly hired)								
	Direct Administrative Support		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500	
	Course Design & Program Development		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500	
	Marketing		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500	
	IT & Tech Support		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000	
	Course Preparation & Maintenance		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000	
	Student Support Services		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000	
	Other							\$0	
	SUBTOTAL - NON-PERSONNEL COSTS		\$164,030	\$163,394	\$205,041	\$206,149	\$188,479	\$927,092	
	TOTAL DIRECT EXPENSES		\$414,740	\$507,401	\$695,834	\$711,132	\$708,076	\$3,037,182	
RESIDUAL NET REVENUE/(LOSS) OVER EXPENSES			(\$59,440)	\$41,538	(\$130,427)	\$65,360	\$91,710	\$8,741	

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PERSONNEL COSTS

Unit Name
 Program Name
 College
 Prepared by

Projected Merit Increases 3.0% 3.0% 3.0% 3.0%

Enter Fiscal Year	Instructional Costs	Faculty Name	Title	Base Salary	# Courses Taught	Start Up Year 0		Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL		
						\$	FTE	2022-2023		2023-2024		2024-2025		2025-2026		2026-2027			\$	
								\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE			
	New Faculty #1	TBD - New	Assistant Professor	75,000	6			75,000	1.00	\$77,250	1.00	\$79,568	1.00	\$81,955	1.00	\$84,413	1.00	\$398,185		
	New Faculty #2	TBD - New	Associate Professor	100,000	5							100,000	1.00	\$103,000	1.00	\$106,090	1.00	\$309,090		
	New Faculty #3																			
	New Faculty #4																			
	Existing Faculty	Super Frog	PPP	120,000	1	0.10		\$12,000	0.10	\$12,360	0.10	\$12,731	0.10	\$13,113	0.10	\$13,506	0.10	\$63,710		
	Existing Faculty	Super Frog	Assistant PPP	75,000	2	0.20		\$15,000	0.20	\$15,450	0.20	\$15,914	0.20	\$16,391	0.20	\$16,883	0.20	\$79,637		
	Existing Faculty	Super Frog	Associate PPP	90,000	2	0.20		\$18,000	0.20	\$18,540	0.20	\$19,096	0.20	\$19,669	0.20	\$20,259	0.20	\$95,564		
	Existing Faculty	Super Frog	PPP	150,000	1	0.10		\$15,000	0.10	\$15,450	0.10	\$15,914	0.10	\$16,391	0.10	\$16,883	0.10	\$62,754		
	Existing Faculty	Super Frog	Associate PPP	100,000	1	0.10				\$10,000	0.10	\$10,300	0.10	\$10,609	0.10	\$10,927	0.10	\$41,836		
	Staff #1		Program Coordinator					\$50,000	1.00	\$51,500	1.00	\$53,045	1.00	\$54,636	1.00	\$56,275	1.00	\$265,457		
	Staff #2		Administrative Assistant							\$38,000	1.00	\$39,140	1.00	\$40,314	1.00	\$41,524	1.00			
	Staff #3																			
	Staff #4																			
	Other	John Doe	Stipend					\$5,000	0.00	\$5,000	0.00	\$5,000	0.00	\$5,000	0.00	\$5,000	0.00	\$5,000		
	Other	Jan Doe	Stipend					\$8,000	0.00	\$8,000	0.00	\$8,000	0.00	\$8,000	0.00	\$8,000	0.00	\$8,000		
	Other							\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
	Other							\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
	Total Instructional Costs/FTE							\$0	0.00	\$183,000	2.50	\$251,100	3.70	\$358,243	4.70	\$368,600	4.70	\$379,268	4.70	\$1,329,234

Benefits Costs								\$67,710		\$92,907		\$132,550		\$136,382		\$140,329				
	37%																			
GRAND TOTAL PERSONNEL COSTS								\$0	\$0	\$250,710	2.50	\$344,007	3.70	\$490,793	4.70	\$504,982	4.70	\$519,598	4.70	\$1,329,234

Graduate Assistants																		
<i>Cost of GA Stipend</i>								\$20,000		\$20,000		\$20,000		\$20,000		\$20,000		
Graduate Research/Teaching Assistant Request								\$40,000	2.00	\$20,000	1.00	\$60,000	3.00	\$40,000	2.00	\$20,000	1.00	

* Instructional support could include: mentors, clinical, research or other individuals who are paid a stipend for participation
 ** Please carefully consider both the pre-admission student contacts as well as post-admission student needs
 ***Instructional costs for full-time faculty include 37% for benefits (see salary calculations for faculty worksheet)

Notes

Program	Tuition Cost (in-state)	Tuition Cost (out-state)	Discount %	Discounted Cost	Program Credit Hrs
TCU					
Institution 1					
Institution 2					
Institution 3					
Institution 4					
Institution 5					
Institution 6					
Institution 7					

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MARKETING

Unit Name	
Program Name	
College	
Prepared by	

Enter Fiscal Year	Start Up	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL	Notes
	Year 0							

Plan Development								\$0
Design								\$0
Production								\$0
Print								\$0
Direct Mail								\$0
Online/Email								\$0
Broadcast								\$0
Display								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Marketing costs enumerated above are in addition to marketing staff costs/FTE that are either hired directly by the program or hired on a contract basis to support the program.