

MARQUETTE UNIVERSITY
BUDGET PROJECTIONS

I. REVENUES:

- A. Net Tuition Revenue: An estimate of the Net Tuition Revenue including a description of the revenue assumptions basis should be made using the following information:
- Enrollment Projections: estimate the number of NEW full-time and continuing students and advanced standing students. Full-time Undergraduate, Law and Dental students are defined as students taking more than 12 credits per semester. For all Graduate students, Part-time Undergraduate, Law and Dental estimate total number of credit hours.
 - Tuition Revenue: If existing tuition rates are being proposed, calculate the tuition revenue by multiplying the estimated number of students/credits times the appropriate current year tuition rate (please refer to the Bursar Home Page titled “Master Fee Schedule”). For each successive fiscal year projection use the appropriate tuition with the designated increase. For programs with new rates, calculate the tuition revenue by multiplying the estimated number of students/credits times the proposed new rate. A designated tuition increase should be used for each successive fiscal year projection.
 - Fee Revenue: If a new fee is being proposed calculate the fee revenue by multiplying the estimated number of students/credits times the proposed fee.
 - Unfunded Tuition Discount: unfunded discounts are all non-endowed, unrestricted scholarships, grants, stipends, and assistantships. For estimates of discount for Undergraduate, Graduate, Law and Dental contact the Associate Provost for Enrollment Management.
 - Funded Discount: attach documentation outlining each source of funded discount. For spendable income estimates using endowed and restricted scholarships please contact the Office of Treasury Services.
- B. Contributions: estimate the total expected gift revenues and identify the source.
- C. Grants: estimate the total expected grants revenue and identify the source.
- D. Other Income: estimate the total expected revenue and identify the source.

II. PERSONNEL EXPENSES:

- A. Faculty Salaries: Please provide an estimate of full-time faculty salaries. Attach documentation listing the number of faculty, rank and status (tenure, non-tenure).
- B. Administrator Salaries: Please provide an estimate of full-time administrator salaries. Attach documentation listing the number of administrators and titles.

- C. Support Staff: Please provide an estimate of full-time support staff salaries. Attach documentation listing the number of support staff and classification.
- D. Part-time personnel: Please provide an estimate of part-time personnel, including faculty, administrators, support staff, student and graduate assistants. Attach documentation listing the number of employees and classification.
- E. Fringe Benefits: Estimate fringe benefits using designated rates for all full-time personnel and part-time personnel.
- F. Direct Expenses: Estimate all expenses including office supplies, advertising, promotion, travel, postage, etc.

III. DIRECT EXPENSES:

IV. INDIRECT EXPENSES:

Occupancy and other indirect expenses will be determined by Office of Finance.

V. CAPITAL EXPENSES:

- A. Capital Equipment: Capital equipment, furniture, or fixtures is defined as any individual item costing \$1,000 or more and having a useful life of at least one year.
- B. Construction Renovation: A remodeling or renovation project is determined to be a capital project if it improves on the “status quo” of the facility, adds to the life of the facility, and costs over \$25,000. The following remodeling and renovation costs are not capital costs but rather treated as direct expenses: painting, MU travel related to the project, fixtures and furniture with a unit cost of less than \$1,000, carpeting under \$25,000 and minor renovations under \$25,000 in total.
- C. Information Technology: Costs associated with new computer hardware or software systems include equipment purchases, administrative systems purchases, outside consulting and related costs. Items that are direct expenses include Marquette University travel related to the project and MU labor costs.

VI. START-UP EXPENSES:

Start-up Expenses: estimate the one-time costs associated with the implementation of a new program, major, academic initiative, etc. Examples of one-time costs are as follows: Promotion, Advertising Costs (Television, print, radio, etc.), Publications, Brochures, Applications, Miscellaneous (signs, etc.).

See Attachment C - Five Year Budget Projections Worksheet