Carnegie Mellon University
University Registrar's Office

Academic Program Cohort

A cohort is a group of students who are collectively tracked throughout their academic career and are on a tiered tuition schedule.

GENERAL INFORMATION

College: Department:

Program: Current Student Academic Program Code:

Contact Name:

Department Signature: _____ Date: _____
                                                                              mm/dd/yyyy

PROGRAM INFORMATION

Program Type: Length of Program (weeks):

Delivery Method: Units to Completion:

Program Level: Initial Semester:

FEES TO BE ASSESSED

Activity	Yes	No	Health Insurance	Yes	No	
Port Authority	Yes	No	Technology	Yes	No	
Media (UG only)	Yes	No	Summer Only	Yes	No	
Recovery Fee (CA only)	Yes	No				

University Registrar's Office Use Only

University Registrar's Office - S3 Coding: Initials _____ Date _____

S3 CODING

Program Code: _____ College: _____ Department: _____

TUITION & FEES DATA COLLECTION

Program Information

College: _____   Department: _____   Program*: _____

Required. Only provide college and department if this information applies to a specific combination (e.g. department/program, college/program, or college/department/program).

Tuition Assessment Strategy

☐ **Strategy 1 - Per unit rate with a full-time maximum.** *Students will be assessed per unit until they reach full-time status, at which time they will be assessed a flat rate.*

☐ **Strategy 2 - Flat rate.** *Students will be assessed a flat rate regardless of units registered.*

☐ **Strategy 3 - Per unit rate.** *Students will be assessed per unit regardless of units registered.*

☐ **Strategy 4 - Strategy 1 with a full-time initial assessment.** *This should only be selected if students will not be registered by the first bill run for a specific semester.*

☐ **Strategy 5 - Free.**

Tuition Rates

Full-time flat rate (required for Strategies 1, 2, and 4): $ _____

    How many units constitute full-time status: _____

Per unit rate (Strategies 1, 3, and 4): $ _____

Full-time equivalency (FTE) rate: $ _____

Does this program follow a specific tuition rate schedule that varies by semester? _____

    ***If so,** include a schedule as an attachment to this form. (See sample schedule on page 2.)*

Accounting Information

Object	Funding Source	Function	Activity	Org	Entity
✕					

Note: Object code will be determined by the Student Accounts Office, as it varies per semester based on the college and program level.

Authorization

College Business Manager: _____ Date: _____

           Print Name   *Signature*   **mm/dd/yyyy**

Student Accounts Use Only

Commodity Codes:

_____ Fall	☐ Added rates in S3 for the first semester
_____ Mini-1	☐ Created and added all accounting in S3
_____ Mini-2	☐ If specific tuition rate schedule submitted, populated rates for all semesters
_____ Spring	
_____ Mini-3	Name: _____ Date: _____
_____ Mini-4	
_____ Summer 1	
_____ Mini-5	
_____ Mini-6	
_____ Summer 2	
_____ Prior Year	

Sample Tuition Rate Schedule

	Entering 2011 (E11)		Entering 2012 (E12)		Entering 2013 (E13)	
	SIS Semester	**Amount**	**SIS Semester**	**Amount**	**SIS Semester**	**Amount**
Module One - May 16-28, 2011 (CMU module taught in Switzerland due to Visa issues)	M11	40,000	M12	40,000	M13	40,000
Module Two - August 15-27, 2011 (CMU)	F11	0	F12	0	F13	0
Module Three - January 16-28, 2012 (UNIL)	S12	20,000	S13	20,000	S14	20,000
Module Four - June 4-16, 2012 (Swiss module held in Pgh due to flip of Mod. One)	M12	0	M13	0	M14	0
Module Five - August 13-25, 2012 (CMU)	F12	20,000	F13	0	F14	0
Module Six - January 14-26, 2013 (UNIL)	S13	0	S14	20,000	S15	20,000

Module dates vary by cohort