



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**Handbook for College
Affordability and Transparency
Explanation Form (CATEF)
Reporting**

January 2016

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Introduction

This chapter introduces you to the basic format of this handbook, provides a general overview of the College Affordability and Transparency Explanation Form, and outlines the Higher Education Act, as amended, of 1965 as it relates to the statutory requirements for completing this form.

Since 2011-12, the collection of information through the College Affordability and Transparency Explanation Form (CATEF) has been necessary pursuant to §132 of the Higher Education Act of 1965, as amended, (HEA), 20 U.S.C. §1015a, with the goal of increasing transparency of college tuition prices for consumers. As part of these provisions, the United States Department of Education (ED) is required to release several lists related to student costs at America’s colleges and universities. These lists are generated annually using data collected by the National Center for Education Statistics (NCES) through the Integrated Postsecondary Education Data System (IPEDS). Each list is released via the publicly available College Affordability and Transparency Center (CATC) website (<http://collegecost.ed.gov/catc/>).

| I C O N K E Y | |
|---|----------------------|
|  | Critical information |
|  | Tips |
|  | Key terms |

Among other data, the CATC website includes two ‘highest increase’ lists applicable to all postsecondary institutions that participate in, or are applicants for participation in, any federal financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended. Specifically, this includes:

◆ **Highest increase in tuition and required fees (Tuition & Fees):** A list of the five percent of institutions within each institutional sector that have the largest increase in tuition and required fees, expressed as a percent change, over the three-year time period for which the most recent data are available.

◆ **Highest increase in net price (Net Price):** A list of the five percent of institutions within each institutional sector that have the largest increase in average net price, expressed as a percent change, over the three-year time period for which the most recent data are available.

 **Average Institutional Net Price** – The HEA defines net price as “the average yearly price of attendance actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid.” In IPEDS, this amount is generated by subtracting the average amount of federal, state/local government, or institutional grant or scholarship aid from the total cost of attendance.

According to the HEA, Section 132, Part E, all institutions included on either of the above lists are required to provide additional information to the Secretary of Education that helps explain why charges to students are increasing at the rate they are. Using the online **College Affordability and Transparency Explanation Form (CATEF)**, these institutions must explain why costs have increased and what steps were or will be taken toward the goal of reducing these costs.

! Critical Information – Please note that once the ‘highest increase’ lists are released via the CATC website, an institution cannot be removed from either of the lists for any reason, and must complete the online CATEF in order to be in compliance with the statutory requirements of the HEA.

Specifically, the information collected via the CATEF includes:

- ◆ Contact information for the person primarily responsible for ensuring that the survey is complete. This is the person who will be contacted if there are any questions concerning the information provided;
- ◆ An explanation for the areas in the institution’s budget with the highest percentage increases in costs over the three-year time period (as previously reported in the IPEDS’ Finance component), and any steps the institution has taken (or intends to take) toward reducing these costs; and
- ◆ Information related to control of student charges and the party (or parties) responsible for determining tuition and fee increases if such decisions are not within the exclusive control of the institution.

This handbook is intended to guide users through the process of completing the CATEF. While most users should find that they are able to successfully and effectively navigate the form without a detailed set of instructions; additional hints, tips, and insights are provided to help focus your time and efforts more productively. Some users may find that browsing is a better way to learn from this handbook than reading it straight through. This will depend largely on the scope and complexity of the information being reported, as well as on your past experience with other ED applications; such as the IPEDS Data Collection System, the IPEDS Data Center, College Navigator, and the CATC website.

College Affordability and Transparency List Methodology

The 2015 CATC lists were generated based on data collected during the 2013-14 IPEDS data collection cycle, the most recent data that have undergone the full NCES data review process and have been publicly released via the IPEDS Data Center.

The **Tuition & Fees** lists are based on data collected during the 2013-14 Fall collection in the cost of attendance section of the IPEDS’ Institutional Characteristics (IC) component. Tuition and fees include the amount of money charged to students for instructional services and other required fees. For institutions that charge a comprehensive fee (a combined tuition, required fees, and room and board charge), the comprehensive fee was used to represent tuition and required fees.

The **Net Price** lists are based on data collected from the Student Financial Aid (SFA) component during the 2013-14 IPEDS Spring collection. The lists were generated based institutional net price. The HEA defines institutional net price as the average yearly price actually charged to first-time, full-

time undergraduate students receiving student aid at an institution of higher education after deducting such aid. In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses.

In addition, during the 2014-15 IPEDS data collection, institutions had the opportunity to review the data they submitted in 2013-14 for accuracy and revise it, if necessary, via the IPEDS Prior Year Revision System. Both of the highest increase lists reflect any revisions made by institutions through that process.

! Critical Information – Only revisions made to an institution’s 2013-14 IPEDS data using the IPEDS Prior Year Revision System during the 2014-15 data collection, are reflected in the 2015 ‘highest increase’ lists since this is the data used to populate the 2015 CATC lists. No additional changes may be made to the data at this time.

Tip – Both the originally reported and revised IPEDS data for all Title IV institutions are publicly available via the IPEDS Data Center (<http://nces.ed.gov/ipeds/datacenter/>).

Helpful Hints and Tips

Here you will find some general hints and tips for completing the CATEF. More detailed tips related to specific functions within the application can be found in the corresponding sections of this handbook.

- ◆ You can contact the CATEF Help Desk toll-free for additional assistance Monday through Friday from 9:00 a.m. to 5:00 p.m. EST at 888-288-6131 or catef@inovas.net.
- ◆ Throughout the system, you can hover over the  icon(s) to view additional information about the adjacent term or question.
- ◆ To view a detailed description of any Cost Area, hover over the term in the Finance Data table. A pop-up screen will appear containing a description of the expense. Definitions for each Cost Area are also available in the Glossary, found by clicking the “Help” menu in the top right corner of the page.
- ◆ For your convenience, the system will automatically save the data entered on each page when you click . If the system cannot save the screen due to errors, you will be notified with a screen prompt and you will not be permitted to proceed until all of the errors have been resolved.
- ◆ When applicable, you can click  to return to the preceding page and review your earlier responses. If the screen does not contain any errors, the system will automatically save the data entered on the page; otherwise, your changes will not be saved.

- ◆ You can click the **Log Out** button in the upper right-hand corner of the screen at any point to continue completing the CATEF at a later time. Please note that your survey will not be submitted until you click **CONTINUE** or **FINISH** on the **Summary Screen** at the end of the form.
- ◆ When clicking the **Log Out** or **Switch Institution** buttons, any information you have entered on the current screen will not be saved until you click **CONTINUE** at the bottom of the screen.
- ◆ When entering explanations in response to items in **Section 3**, **Section 4**, and **Section 5 (Parts A and B)**, when applicable) of the CATEF, it is important to note that entries must include a minimum of 20 characters and are restricted to a maximum of 1,500 characters per text box. The only exception is the **Additional Information** text box in **Section 5**. In this case, entries are restricted to a maximum of 3,000 characters.

Completing the Form

This chapter contains detailed instructions for completing the College Affordability and Transparency Explanation Form (CATEF) at <https://surveys.ope.ed.gov/catef/>.

Getting Started

Upon accessing the CATEF home page, you must log in to begin entering information on behalf of your institution:

U.S. Department of Education
College Affordability and Transparency Explanation Form
For CATEF Help Call 1-888-288-6131 or catef@inovas.net

User ID Password [Forgot your Password?](#)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0822. The time required to complete this information is estimated to average 3.5 hours per institution, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this collection, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this information, write directly to: College Affordability and Transparency Explanation Form, Office of Postsecondary Education, 1990 K Street, NW, Washington, DC 20006.

Carefully review the materials on this screen for important introductory information about the collection. Then, enter your institution's **User ID** and **Password** and click to continue.

The User ID and temporary password were emailed to the IPEDS Keyholder for your institution in January. However, if you do not know your institution's User ID and password you can contact the CATEF Help Desk toll-free at 888-288-6131 or catef@inovas.net for assistance with accessing your account. Creating additional or proxy users with their own separate login is not available for this required survey.

Tip – If you know your institution’s User ID but do not remember your password, you can click the **Forgot your Password?** link on the login screen to submit a request to have your institution’s password reset. Enter the User ID and e-mail address of the person primarily responsible for completing the CATEF in the spaces provided. If you have not changed the information in Section 1 of the form, this will be the e-mail address of your institution’s IPEDS Keyholder; otherwise, it will be the e-mail address you have specified in Section 1 of the form. Once the information entered has been verified, a temporary password will be sent to the e-mail address provided.

IPEDS Keyholder – The person designated by an official institutional representative to have in their possession the institution’s User ID and password used to gain access to the IPEDS Data Collection System. The Keyholder is responsible for entering data and locking the site by each survey completion date.

If this is your institution’s first time accessing this year’s CATEF, or your account was reset and you used a temporary password to log in, you will immediately be prompted to change your password before continuing.

In addition, if you are responsible for completing the CATEF for more than one institution, the **Select Institution** window will appear with a list of all institutions under your scope. As shown below, the institution’s IPEDS Unit ID, name, applicable survey form (**Tuition & Fees** or **Net Price**), and the survey status (**No Data**, **Incomplete**, **Locked**, or **Approved**) are provided for your reference. A survey will not be considered complete until it is in **Locked** status.



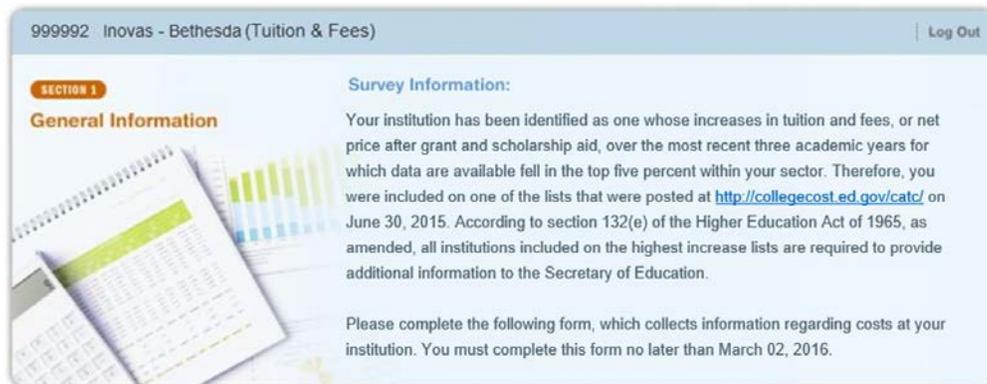
| Select Institution | |
|--|------------|
| 999991 Inovas - Rockville (Net Price) | Locked |
| 999991 Inovas - Rockville (Tuition & Fees) | Locked |
| 999992 Inovas - Bethesda (Tuition & Fees) | No Data |
| 999993 Inovas - Frederick (Net Price) | Incomplete |

! Critical Information – If one of the institutions under your scope was included on both the Tuition & Fees and Net Price lists, you must complete the CATEF collection for each list. In this case, the institution will appear twice in the Select Institution list, with the relevant survey shown in parentheses. Please note that the data carried forward in Section 2 will be different on each version of the survey based on the applicable three-year time period.

To continue, use your cursor to select an institution and complete the specified form, as shown above; or click **X** to close the window, log out of the system, and return to the CATEF home page.

Section 1: General Information

Once you have successfully logged into the system, general information about the collection is displayed at the top of the screen:



As you move through the system, this “information box” will contain instructions for each CATEF screen. In addition, a toolbar is available above the information box containing the relevant IPEDS Unit ID, institution name, applicable survey (**Tuition & Fees** or **Net Price**), and a **Log Out** button that will allow you to exit the system at any time.

Tip – You can click the **Log Out** button at any point to continue completing the CATEF at a later time. Please note that the responses entered on the current page will not be saved until you click **CONTINUE**. To submit your completed survey, you must click **CONTINUE** or **FINISH** on the Summary Screen at the end of the form.

When applicable, this toolbar also includes a **Switch Institution** option for users who must complete multiple forms and/or are responsible for completing a form for more than one institution. When this option is selected, the **Select Institution** window described in the previous section will appear with a list of all institutions/surveys under your scope. You can use your cursor to select a new institution, or click **X** to close the window and continue completing the form for the current institution.

! Critical Information – Throughout the system, a pop-up warning message will appear any time you select the **Log Out** or **Switch Institution** button. Any information you have entered on the current screen will not be saved until you click **Continue** at the bottom of the current page.

To complete **Section 1** of the form, review and confirm the preloaded contact information for the person primarily responsible for completing the CATEF. If that person is someone other than the preloaded IPEDS Keyholder, update the contact information accordingly to include the person’s **Name, Position, Phone number, and E-mail address**.

Tip – The information provided here will be used to contact the institution if additional information or clarification is needed regarding the institution’s submission; therefore, it is important to verify that the information shown is current and correct.

Once you are satisfied with the information you have provided, click **CONTINUE** to save your responses and proceed to **Section 2**.

Section 2: Cost Increase Description

In **Section 2** of the CATEF, expense data previously reported by your institution in the IPEDS Finance component are displayed for the first and last year of the relevant three-year period. Also, the three-year percent change for each **Cost Area** is calculated for you. To view a detailed description of any **Cost Area**, hover over the term in the Finance Data table. A pop-up screen will appear containing a description of the expense.

In addition, your institution's full-time equivalent (FTE) student enrollment counts for the first and last year of the three-year period (as reported on the IPEDS' 12-month Enrollment component) are displayed, along with the calculated three-year percent change in FTE, as shown in the example below. The data displayed in **Section 2** are read-only and cannot be altered.

999992 - Inovas - Bethesda (Tuition & Fees) | Log Out

SECTION 2
Cost Increase Description

Data that your institution reported as expenses in the IPEDS Finance (F) component in 2011-12 and 2013-14 have been carried forward below. The three-year percentage change has been calculated for you and the cost areas with the greatest increases have been highlighted.

Your institution's full-time equivalent (FTE) student enrollment counts for the first and last year of the three-year period have also been carried over from the IPEDS 12-month Enrollment Component (E12). The three-year percentage change has also been calculated for you.

If you have questions about the data presented in this section, please contact the IPEDS keyholder at your institution.

2011-12 IPEDS Finance Data

FTE student enrollment from E12: 24,093

| Cost Area (Based on IPEDS Finance component Expenses in Part C) | Total Amount | Salaries & Wages | Employee Fringe Benefits | Operation & Maintenance of Plant | Depreciation | Interest | All Other |
|--|---------------|---------------------|-----------------------------|--|--------------|-------------|--------------|
| <u>Instruction</u> | \$177,108,240 | \$102,713,370 | \$36,754,615 | \$13,183,279 | \$11,104,914 | \$5,324,383 | \$8,027,679 |
| <u>Research</u> | \$22,195,102 | \$7,178,207 | \$1,603,867 | \$1,652,121 | \$1,391,661 | \$667,249 | \$9,701,997 |
| <u>Public service</u> | \$31,045,700 | \$8,929,565 | \$3,630,609 | \$2,310,927 | \$1,946,605 | \$933,323 | \$13,294,671 |
| <u>Academic support</u> | \$49,881,147 | \$23,632,045 | \$7,873,494 | \$3,712,966 | \$3,127,612 | \$1,499,571 | \$10,035,459 |
| <u>Student services</u> | \$38,563,074 | \$19,646,787 | \$7,576,841 | \$2,870,492 | \$2,417,954 | \$1,159,317 | \$4,891,683 |
| <u>Institutional support</u> | \$41,087,338 | \$22,003,389 | \$9,213,919 | \$3,058,389 | \$2,576,229 | \$1,235,204 | \$3,000,208 |
| <u>Depreciation</u> | | | | | | | |
| <u>Scholarships and fellowships expenses, excluding discounts & allowances</u> | \$61,992,562 | | | | | | \$61,992,562 |
| <u>Auxiliary enterprises</u> | \$28,244,714 | \$7,062,322 | \$4,853,359 | \$2,102,432 | \$1,770,980 | \$849,117 | \$11,606,504 |
| <u>Hospital services</u> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Independent operations</u> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Other expenses & deductions</u> | \$308,226 | \$0 | \$0 | \$0 | \$0 | \$0 | \$308,226 |
| <u>Other nonoperating expenses & deductions</u> | | | | | | | |

2013-14 IPEDS Finance Data

FTE student enrollment from E12: 24,644

| Cost Area (Based on IPEDS Finance component Expenses in Part C) | Total Amount | Salaries & Wages | Employee Fringe Benefits | Operation & Maintenance of Plant | Depreciation | Interest | All Other |
|---|---------------|---------------------|-----------------------------|--|--------------|-------------|--------------|
| Instruction | \$195,164,985 | \$106,092,187 | \$40,382,750 | \$16,202,646 | \$13,753,365 | \$5,952,763 | \$12,781,274 |
| Research | \$21,067,375 | \$6,465,252 | \$1,810,246 | \$1,749,019 | \$1,484,627 | \$642,580 | \$8,915,651 |
| Public service | \$24,802,429 | \$5,751,498 | \$2,870,025 | \$2,059,104 | \$1,747,838 | \$756,503 | \$11,617,461 |
| Academic support | \$48,033,215 | \$20,302,171 | \$9,364,133 | \$3,987,730 | \$3,384,922 | \$1,465,070 | \$9,529,189 |
| Student services | \$38,810,754 | \$19,071,310 | \$8,520,789 | \$3,222,079 | \$2,735,011 | \$1,183,774 | \$4,077,791 |
| Institutional support | \$38,411,077 | \$20,666,996 | \$7,865,258 | \$3,188,897 | \$2,706,846 | \$1,171,583 | \$2,811,497 |
| Depreciation | | | | | | | |
| Scholarships and fellowships expenses, excluding discounts & allowances | \$65,047,284 | | | | | | \$65,047,284 |
| Auxiliary enterprises | \$32,246,182 | \$7,291,229 | \$5,578,811 | \$2,677,086 | \$2,272,405 | \$983,547 | \$13,443,104 |
| Hospital services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Independent operations | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other expenses & deductions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other nonoperating expenses & deductions | | | | | | | |

3-year % Change

3-year % Change in FTE: 2%

| Cost Area (Based on IPEDS Finance component Expenses in Part C) | Total Amount | Salaries & Wages | Employee Fringe Benefits | Operation & Maintenance of Plant | Depreciation | Interest | All Other |
|---|--------------|---------------------|-----------------------------|--|--------------|----------|-----------|
| Instruction | 10% | 3% | 10% | 23% | 24% | 12% | 59% |
| Research | -5% | -10% | 13% | 6% | 7% | -4% | -8% |
| Public service | -20% | -36% | -21% | -11% | -10% | -19% | -13% |
| Academic support | -4% | -14% | 19% | 7% | 8% | -2% | -5% |
| Student services | 1% | -3% | 12% | 12% | 13% | 2% | -17% |
| Institutional support | -7% | -6% | -15% | 4% | 5% | -5% | -6% |
| Depreciation | | | | | | | |
| Scholarships and fellowships expenses, excluding discounts & allowances | 5% | | | | | | 5% |
| Auxiliary enterprises | 14% | 3% | 15% | 27% | 28% | 16% | 16% |
| Hospital services | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Independent operations | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Other expenses & deductions | -100% | 0% | 0% | 0% | 0% | 0% | -100% |
| Other nonoperating expenses & deductions | | | | | | | |

! Critical Information – The three-year period will vary depending on the survey required by your institution. If your institution is on the Net Price list, “Year 1” is the 2010-11 academic year and “Year 3” is the 2012-13 academic year. If your institution is on the Tuition & Fees list, “Year 1” is the 2011-12 academic year and “Year 3” is the 2013-14 academic year.

A minimum of one and a maximum of three **Cost Areas** are highlighted from the preloaded list of expenses. These highlighted **Cost Areas** represent the areas in your institution’s budget identified as having the highest calculated percentage increases in costs over the three-year period, and they will require additional explanation in **Section 3** and **Section 4** of the form. If there are no areas with a cost increase during the three-year period, then a **Cost Area** with no change (or with the lowest decrease) is highlighted.

! Critical Information – If your institution did not complete the IPEDS Finance component during Year 1 of the relevant three-year period, only the data for Year 3 will be preloaded. In this case, you must use the checkboxes provided to identify the **Cost Areas** that had the highest percentage increases in costs over the three-year period. You must select at least one, but no more than three, **Cost Areas** in order to continue.

Once you have finished reviewing the data in **Section 2**, click **CONTINUE** to proceed to **Section 3**.

Section 3: Cost Increase Explanation

In this section, you must provide an explanation of the increases over the three-year period for each of the highlighted **Cost Areas** in **Section 2**.

For example, if “**Auxiliary enterprises**” is an area within your institution’s budget identified as having one of the highest percentage increases in costs over the three-year period, then you must enter a detailed explanation of this increase in **Section 3**, as demonstrated in the example below:

| Cost Area | 3-year % change | 3-year % change per FTE | Explanation |
|---|-----------------|-------------------------|---|
| Scholarships and fellowships expenses, excluding discounts & allowances | 183% | 144% | Need based aid to students was increased in order to provide support for higher enrollments, and to provide additional support in light of the increase in tuition. |
| Research | 74% | 50% | We experienced an increase in research expenditures due to the opening of our new INOVAS University Technical Research Center during fiscal year 2011. |
| Auxiliary enterprises | 57% | 35% | The University opened the Freshman Hall housing complex (334 beds), Greek housing (139 beds), and opened its first traditional dining hall during this time frame. |

! Critical Information – If a non-specific **Cost Area** (such as Other expenses and deductions) is identified as having one of the highest percentage increases over the three-year period, then your response must include a detailed explanation of the costs included in this area of your institution’s budget, specifically those attributable to the increase in cost.

For your convenience, the list of **Cost Areas** is automatically organized based on the highest to lowest percent change. As a reference, the previously calculated three-year percent change and the three-year percent change per FTE are displayed for each **Cost Area**.

Note: An explanation must be entered for each of the **Cost Areas** identified as having the highest percentage increase, as determined in **Section 2**. However, space is provided at the end of **Section 5** for reporting any **Additional Information** you consider relevant to increases in student charges at your institution, or steps your institution is taking to reduce costs. For example, this may include information related to decreases in major revenue sources that impacted student charges, increases in

other costs not addressed in the previous sections of this form, or changes in FTE student enrollment that may have impacted student charges.

Once you are satisfied with your explanation(s), click [CONTINUE](#) to save your responses and proceed to **Section 4**.

Section 4: Steps Towards Cost Reduction

In this section, you must describe the steps your institution has taken, or will take, toward the goal of reducing costs for each **Cost Area** highlighted in **Section 2**. For example, if “**Auxiliary enterprises**” is an area within your institution’s budget identified as having one of the greatest cost increases over the three-year period, then you must now describe what the institution has done, or plans to do, to reduce these costs. Similarly, if your institution does not plan to reduce the cost for that specific **Cost Area**, you must explain why not:

999992 Inovas - Bethesda (Tuition & Fees) | Log Out

SECTION 4
Steps Towards Cost Reduction

Screen Instructions:
Describe the steps your institution has taken or will take toward the goal of reducing costs in the areas identified in Section 2. If your institution does not plan on reducing the costs, please explain why not.

| | | |
|--|-----------------------|-------------------------------|
| Scholarships and fellowships expenses, excluding discounts & allowances | 3-year % change: 183% | 3-year % change per FTE: 144% |
| The University will limit the percentage of tuition increases for the foreseeable future which will obviate the need to increase scholarships to accommodate these tuition increases. Additionally, INOVAS University will maximize all financial aid sources that can benefit the students enrolled. As new financial aid sources are identified, this will, by extension, reduce the cost of scholarship expenses throughout the University. | | |
| Research | 3-year % change: 74% | 3-year % change per FTE: 50% |
| Our mission includes instruction, research, and public service/economic development. INOVAS University is a research-intensive institution; therefore, there are no plans to reduce research expenditures. In addition, the INOVAS University Technical Research Center is able to recover our facilities and administrative costs through a robust research program that actually reduces the costs of operations to the students. | | |
| Auxiliary enterprises | 3-year % change: 57% | 3-year % change per FTE: 35% |
| The administration is very cognizant of the overall cost of college to students. A decision was made as part of the master plan to increase the number of beds on campus to meet demand. We have been fortunate to have 100% occupancy each fall in the residence halls. This validates our decision to increase the availability of beds on campus. It is not our intent to construct new residence halls in the near future. We expect that the cost of auxiliary enterprises will most likely remain flat or at least not | | |

For your convenience, the list of **Cost Areas** is automatically organized based on the highest to lowest percent change. As a reference, your previously calculated three-year percent change and three-year percent change per FTE are displayed for each **Cost Area**.

Additionally, if your institution has appeared on the same list (**Tuition & Fees** or **Net Price**) for two or more consecutive years, you must further describe the progress your institution has made on the steps to reduce costs that were outlined in the previous year’s CATEF. For this, an additional entry field and a link to your CATEF survey answers from the previous year will be available at the bottom of **Section 4**, as shown at the top of the next page.

Your institution has been on the Net Price list for two or more consecutive years. Please describe the progress made on the steps to reduce costs that were provided on this form last year.

The reduction in tuition and an enrollment management plan has continued to increase enrollment and reduce expenses.

[Click here to view a summary of your institution's responses to last year's CATEF.](#)

Once you are satisfied with the information provided, click [CONTINUE](#) to save your responses and proceed to **Section 5**.

Section 5: Control of Student Charges

In **Section 5**, you must identify whether student charges (tuition and fee rates) are within the exclusive control of the institution. If your response to this question is *Yes*, then the follow-up questions (**Part A** and **Part B**) are not applicable.

If your response is *No*, (e.g., student charges are not within the exclusive control of the institution) additional questions will appear for you to identify the agency, or agencies, responsible for determining tuition and fee increases in **Part A** of this question; and provide an explanation of the extent to which your institution participates in determining these increases in **Part B**. For example, the institution shown below has their tuition set by their state board of regents:

999992 Inovas - Bethesda (Tuition & Fees) [Log Out](#)

SECTION 5
Control of Student Charges

Are student charges (tuition and fee rates) within the exclusive control of the institution?

Yes No

If you answered "No", then please identify the agency or agencies responsible for determining the tuition and fee increases and provide an explanation of the extent to which the institution participates in determining the tuition and fee increases in the boxes below.

A) Identify the agency or agencies responsible for determining the tuition and fee increases.

Board of Regents for the University System of Maryland

B) Provide an explanation of the extent to which the institution participates in determining the tuition and fee increases.

Tuition rates are set solely by the Board of Regents. INOVAS University provides data to assist the Board of Regents in making informed decisions about tuition rates. However, we have no direct participation in determining any tuition and fee increases at INOVAS University.

In addition, space is provided at the end of **Section 5** for reporting any **Additional Information** you consider relevant to the increases in tuition and fees or net price at your institution. For example, this may include increases in other **Cost Areas** not addressed here, decreases in major revenue sources that impacted charges to students, or information on how changes in enrollment impacted student charges; as shown at the top of the next page.

Additional Information: Please use this space to provide any other information your institution considers relevant to increases in tuition and fees charged to students at your institution.

Full-time enrollment figures continued at a steady increase during the reporting period; however, federal sources of revenue and State appropriations decreased significantly. In order to provide quality instruction and programs, it has been necessary to raise tuition and fees. That said, the INOVAS University continues to offer the lowest on-campus undergraduate tuition and fee rate among the public institutions in Maryland.

Once you are satisfied with the information provided, click [CONTINUE](#) to save your responses and proceed to **Section 6**.

Section 6: Burden Estimate

The Department of Education has estimated that the average time required to complete the CATEF is 3.5 hours per institution/survey. In order to evaluate the accuracy of this estimate, you must answer the following *Yes* or *No* question upon completion of the survey:

Did you find the estimated burden amount of 3.5 hours to be accurate for this survey?

Yes No

How long did it take you to complete this survey? hour(s)

If your response is *Yes*, click [CONTINUE](#) to save your response and proceed to the **Summary Screen**.

If your response is *No*, you must enter how long (in hours) it actually took you to complete the CATEF. Once you are satisfied with the information provided, click [CONTINUE](#) to save your response and proceed to the **Summary Screen**.

Tip – For your convenience, if your response to this question is *Yes*, the system automatically logs 3.5 hours as the time it took you to complete this survey. You may change the amount from 3.5 hours by selecting *No*.

Summary Screen

This section is read-only and includes a summary of your institution’s responses to the CATEF. For your convenience, the information is organized by **Cost Area**, with the highest percent change shown first.

This summary page of the survey may be made publicly available on the CATC website; therefore, it is important that you carefully review the information you have provided for spelling and grammatical errors, and content. If needed, you may click [PREVIOUS](#) at any time to go back and edit the information you have provided.

Once you are satisfied with all of the information you have provided, click **FINISH** to submit the completed survey to ED for review. At any time, you may click **PRINT** to open a print-ready version of the **Summary Screen**.

If you must complete multiple surveys or are responsible for reporting for more than one institution, you will not see the **FINISH** button until you have completed the CATEF for all institutions and surveys under your scope. You must select the **CONTINUE** button upon completion of each survey and return to the **Select Institution** window, where you may view the status of all institutions and surveys under your scope and select a new institution to begin completing the specified form.

If a completed CATEF requires additional information, the contact in **Section 1** will be notified.

! Critical Information – Once you click **Finish** or **Continue** to submit a completed survey, it will lock and be placed in read-only mode. If additional changes need to be made to the form, please contact the CATEF Help Desk toll-free at 888-288-6131 or catef@inovas.net for assistance.

Glossary of Terms

This chapter contains a glossary of key terms related to the CATEF to further assist users with correctly inputting data and completing the form.

Academic support

Includes activities and services that support the institution's primary missions of instruction, research, and public service.

Auxiliary enterprises

Essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, college unions, college stores, and barber shops when the activities are operated as auxiliary enterprises. Please split intercollegiate athletics out into its own category.

Depreciation

The allocation or distribution of the cost of capital assets, less any salvage value, to expenses over the estimated useful life of the asset in a systematic and rational manner.

Employee fringe benefits

Cash contributions in the form of supplementary or deferred compensation other than salary.

Expenses

The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues.

FTE Student Enrollment

The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the Institutional Characteristics (IC) component. The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE.

Hospital services

Expenses associated with a hospital operated by the postsecondary institution (but not as a component unit) and reported as a part of the institution.

Independent operations

Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs.

Institutional support

Expenses for the day-to-day operational support of the institution.

Instruction

Includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted.

Integrated Postsecondary Education Data System (IPEDS)

The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as Title IV) are required to report data using a web-based data collection system.

Interest

The price paid (or received) for the use of money over a period of time. Interest income is one component of investment income.

IPEDS Keyholder

The person designated by an official institutional representative to have in their possession the necessary User ID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

Net grant aid to students

The portion of scholarships and fellowships granted by an institution that exceeds the amount applied to institutional charges such as tuition and fees or room and board.

Net Price

The average yearly price actually charged for first-time, full-time undergraduate students at an institution of higher education after deducting grant and scholarship aid.

Operation and maintenance of plant

Operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes.

Public service

Includes activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

Research

Includes activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution.

Salaries and wages

Amounts paid as compensation for services to all employees, faculty, staff, part time, full time, regular employees, and student employees.

Scholarships and fellowships

That portion of scholarships and fellowships granted that exceeds the amount applied to institutional charges such as tuition and fees or room and board.

Student services

Includes admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, and financial aid administration.

Tuition and Fees

The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.