

## **ATTACHMENT B5/C6 – EOF WINTER SESSION**

Annually, the EOF Board of Directors, in consultation with the OSHE/EOF Central Office staff, continues to seek ways to help promote college affordability for EOF students. The ability to provide funding support to EOF campus programs during the winter session affords EOF students the ability to be supported year-round (i.e. Spring, Summer, Fall, & Winter). Winter session applications are due by 5pm (EST) on **October 12<sup>th</sup>, 2020** and must be sent to Dr. Hasani Carter via email ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)) with a copy to your respective EOF program liaison. Applications received after the 5pm (EST) deadline are subject to be removed from the applicant pool. Programs will be notified of their application status no later than 5pm on November 13, 2020.

For clarification, “winter session” refers to the period of time in an institution’s academic calendar between the conclusion of the preceding fall term and the beginning of the subsequent spring term. “Winter program” means, for EOF purposes, any programming that an institution develops that supports **EOF renewal students** to take academic courses or participate in various enrichment activities during the winter session. The winter program is intended to help address the academic advancement or enrichment of renewal students during the winter session.

Although limited in the amount of available funds, the EOF Central Office looks to maximize its available resources to support as many programs and students as it can reasonably accommodate. EOF campus programs should be aware that the EOF Central Office reserves the authority to deny or approve a campus program’s entire budget request or a pro-rated portion thereof based on the Fund’s evaluation of the program’s application and its available resources.

The purpose of this application is to provide academic year EOF campus programs the opportunity to submit a request for funding to provide winter program support for students during the winter session.

### **Winter Session Regulations:**

EOF programs seeking the ability to receive EOF winter session funding should carefully review the EOF regulations and all of the sections pertaining to winter session support. This information can be located at:

<http://www.nj.gov/highereducation/documents/pdf/EOF/EOFRegulations.pdf>

EOF programs should only seek support for those items deemed permissible as identified by the EOF regulations. Funding requests for non-permissible items will be removed from the originally submitted request.

### **EOF Article III Winter Session Grants:**

EOF Article III funds awarded for the winter session are to be used solely for courses and educational costs that occur during the winter session. Academic courses taken during the winter session must be recorded on student’s academic transcripts as completed during the winter session.

In the winter, such costs shall include whatever constitutes the participating institution’s educational budget and/or instructional costs as follows:

1. Tuition charged per student or instructional costs (that is, instructors’ and teaching assistants’ salaries), but never both for any single course;
2. Fees, room and board, books, educational supplies, transportation (for commuting purposes), and child care, as well as insurance;
3. Salaries for professional, graduate, and/or peer tutors; and
4. Educational materials used to support instruction that occurs during the winter session.

In no case shall a student receive an initial Article III grant during the winter session. Additionally, winter sessions shall not be counted in determining the total number of semesters of EOF payment a student has received. Tuition that is charged to the Fund must accurately reflect the total amount of credits that will appear on the student’s transcript. In other words, if you charge 9 credits to EOF, then 9 credits must appear on the student’s transcript. If the student withdraws from a course, it is still the responsibility of the institution to accurately reflect this information on the student’s transcript.

**EOF Article IV Winter Session Grants (if applicable):**

At the discretion of the EOF Central Office, programs that are awarded EOF Winter Session Article III funds for the purposes of covering the personnel salaries for administration, tutoring, instructors for courses where students are not charged tuition, clerical and other salaries, as well as, educational supplies, and other services, may have a portion or all of the funds replaced with EOF Winter Session Article IV funds. Programs that are selected to receive EOF Winter Session Article IV funds will be notified by the EOF Central Office and will have their Winter Session budget adjusted accordingly.

Please use EOF Contract Attachment B5 to submit the budget for your winter program activities including all dollar resources – **EOF Article III, Institutional and Other Resources**. Although matching funds are not required in the winter, institutions should document their monetary commitment to the program where applicable. Winter support funds should be reported separately from academic year support funds.

EOF funding for the winter session has two designations: 1) Winter **Support Program Services** (personnel salaries and wages, materials, supplies and other administrative costs) and 2) **Cost of Education - Renewal Students** (tuition, fees, room, board, books, and insurance) all of which should be budgeted against Article III. Although matching funds are not required, institutional and other resources may also be applied toward the total winter session budget.

**Complete B5 as follows:**

Provide the institution’s name in the space provided on each page.

Explanation of Winter Budget Categories by row...

**Winter Program Support Services – Article III**

**I. Personnel:**

In the following categories enter the winter salaries for all personnel directly related to the operation of the EOF winter program.

- Indicate the source of funding (EOF Article III, Institution, and/or Other Resources).
- Provide the percentage of time dedicated to the program by each position. Full-time staff are defined as working a 5 day work week or at whatever constitutes full-time on your campus. Part-time staff are those paid hourly.
- Do not include 12 month program staff. Budget 12 month staff on the B3 - Article IV Academic Year Program Support budget.
- Sub-total each category.

**Administrative:**

Enter the name and/or title and compensation for each member of the winter administrative staff who are not funded via the academic year program support budget.

**Counseling:**

Enter the name and/or title and compensation for each member of the winter counseling staff who are not funded via the academic year program support budget. Please classify your counseling staff as professional or peer.

**Tutoring:**

Enter the total amount per tutoring categories for all winter tutoring staff. Include the Tutorial Coordinator if this position is not funded under the academic year program support budget. Break down the winter tutoring staff by professionals, graduate, peer or other tutors.

**Instructional:**

Indicate the costs of all winter instructional staff that provide supplemental instruction, teach shadow courses, learning laboratories, etc. You may include the costs of test-prep classes or workshops here. **DO NOT INCLUDE INSTRUCTIONAL SALARIES FOR FACULTY AND STAFF TEACHING COURSES THAT WILL BE CHARGED TUITION PER**

**CREDIT UNDER THE COST OF EDUCATION SECTION OF THIS BUDGET.**

**Clerical:** Enter the name and/or title and compensation of all winter clerical staff who are not funded via the academic year program support budget.

**Other Salaries:** Enter the names and/or titles and compensation of other winter only staff with job titles or responsibilities that do not fit in any of the categories above. Be specific with names and/or position titles.

**Total Personnel:** Enter the sum for personnel listed in the categories above in each column.

**II. Fringe Benefits:** EOF funds may not be used for fringe benefits at the senior public institutions. At public two year and independent institutions, fringe benefits are limited in the winter session to cover the costs of Social Security and Unemployment benefits for **instructional staff only**.

**I & II. Total Personnel and Fringe:** Enter the sum of Total Personnel and Fringe Benefits in each column.

**III. & IV. Other than Personnel Services:**

**III. Educational Materials and Supplies:** In each column enter the total amount for educational materials and supplies for the winter program. *Do not include the purchase price of books students will use in winter session courses for which students are being charged tuition.* Those books should be charged on the Cost of Education pages. Sub-total this category.

**IV. Other Services:** In each column enter the total winter costs for other allowable items that do not fall into one of the categories listed above. For audit purposes, clearly specify each line item in this section. Sub-total this category.

**Total Winter Program Support:** Provide a grand total of (I.) Personnel, (II.) Fringe Benefits, (III.) Educational Materials and Supplies, and (IV.) Other Services.

Note that the Winter Session Budget B5 includes a workbook tab labeled “Line Item Description”. For audit purposes, programs must explain how winter personnel and other than personnel budgeted expenses differ from those regularly charged to the Article IV - academic year budget (B3). The information requested must be provided before submitting the winter contract budget application.

**Winter Cost of Education – Article III**

**V. Renewal Students:** **Winter Session support is for RENEWAL STUDENTS ONLY.** Winter Session renewal students are those students who have previously received at least one EOF semester grant payment, continue to meet all other EOF student eligibility requirements, will be enrolled at your institution for the spring semester or will meet the requirements for graduation at the conclusion of the winter session.

In each category, enter the number of students, the number of credits PER STUDENT or the # of weeks, and the cost per credit or the cost per week. Multiplying these three entries for each row will give you the figure for the last column in that row “Total Cost of Education”. Then show how the total cost is distributed among EOF, institutional or other funding resources.

- 1. Tuition** If necessary, you may divide this category into additional lines when, for example, one group of students will take 6 credits and another will take 9. Show the number of students, the number of credits per student, and the cost per credit that is being charged.
- 2. Fees** Student fees, including student activity fees, should be indicated here. If necessary, divide this category into additional lines when, for example, the amount of fees charged are based on the number of credits students are taking. Show the number of students, the number of credits and the fee cost per credit for each group.
- 3. Room** Provide the number of residential students, the number of weeks in residence and the room cost per week, PER STUDENT in the first three columns and distribute the funding across.
- 4. Board** Provide the same information as it relates to board costs for residential students. If you provide lunch costs for commuting students, show this on a separate line inserted in this category.
- 5. Books** Indicate the number of students and the cost per student for books that will be used for winter program instruction/courses.
- 6. Insurance** Indicate the number of students and the cost per student for whom you will purchase winter insurance.

**Subtotal Initials** Total the "Funded by" columns for EOF, Institution, and Other Resources and also the Total Cost of Education column. Check to make sure that your figures agree across and down. Carry these figures over to the bottom of page 6 where indicated.

**VI. Total Article III Cost of Education** Total the costs for Renewal Students in each column.

**TOTAL BUDGET:** Add up the respective totals for all categories in each column. Be certain that your figures agree across and down.

**Submission Timeline and Fund Disbursement**

As a reminder, winter session applications are due by 5pm on **October 12<sup>th</sup>, 2020** and must be sent to Dr. Hasani Carter via email ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)). Applications received after the 5pm (EST) deadline are subject to be removed from the applicant pool. Programs will be notified of their application status no later than 5pm on November 13, 2020.

Programs selected to receive Winter Session funding will receive 100% of their awarded allocation in December. Any refunds must be included with the submission of the EOF Winter Session final expenditure report. This report is due by February 15, 2020. A hard copy of the Winter Session expenditure report cover page along with original signatures must be post-marked by February 15, 2020. An electronic copy of the Winter Session final expenditure report should also be emailed to Dr. Hasani Carter at ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)) by 5pm on February 15, 2020.

If a refund is owed, a refund check must be sent with the hard copy of the expenditure report, made payable to the "**Treasurer, State of New Jersey**" and submitted to the EOF Central Office, Attn: Dr. Hasani Carter at the following address:

Office of the Secretary of Higher Education/EOF  
 PO Box 542  
 Trenton, NJ 08625-0542

Please do not include any other information (i.e., Dr. Carter's name, etc.) on the check. If the check is not mailed along with the expenditure report, all payments to the institution will be held until the check has been received. Institutions do not have the discretion to request to off-set any refunds owed to EOF from any future payments. For audit and appropriate accounting purposes, programs must indicate on the memo line of the check and in the cover letter what the check is for. As you move to finalize your Winter Session Budget application, if you have any questions, please feel free to contact your respective EOF program liaison.