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TO: ROGERKUETER; JAMES.BODENSTEINER; irene.elbert@uni.edu; philip.patton@uni.edu;  
douglas.koschmeder@uni.edu; gloria,wenger@uni.edu; Brian.Looby@uni.edu; diane,headington@uni.edu;  
Diane.Hensley@uni.edu; luann.andressen@uni.edu; joyce.morrow@uni.edu  
Subject: **Out-of-state and International Student Teaching**  
Priority: Nonnal  
Date: 9/2/98 11:27 AM

Folks:

I suggest we implement Brian Looby's suggestion regarding the handling of Out-of-state and International Student Teaching tuition billing.

Essentially, Roger Kueter would request a new section number for out-of-state and international student teaching. Anything BUT a 60 number should work.

The students will not be placed on a "DO NOT BILL" list. They will be registered by the Student Teaching office and will be billed by the accounts receivable system. The u-bill will include computer and health fees. (If the students send a written request for exemption to the Registrar's Office, the two fees will be negated.)

At the end of the third week of classes, Roger Kueter will furnish to Gary Shontz or Bruce Rieks a current class list containing the names of students enrolled. A journal entry will be prepared to move the student teaching tuition to an out-of-state and international student teaching account yet to be established. The account will be in Other Funds, Unrestricted so unspent funds can be carried forward from year to year.

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I propose spring implementation of these new billing procedures.

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Advantages:

The process is seamless to the student, our customer.

No "Do Not Bill" list concerns.

No timing concerns.

Students are automatically invoiced by the University.

The Registrar's Office, Financial Aid Office, and Controller's Office are in the information loop at all times due to interaction between

their databases.

When a student drops her or his enrollment, all three databases are updated. .

There is a central record of tuition paid for IRS purposes.

Many special lists from Extension and Student Teaching to the other departments can be eliminated.

Disadvantages:

? (None that I can see.)

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Please notify me by September 15th if there are any issues or concerns that have been overlooked. If we don't hear of any issues or concerns by the 15th I will assume there are none and will advise everyone to proceed to implement the new billing procedure.

Gary

Author: GARY.SHONTZ at ISCS

Date: 9/24/98 2:58 PM

Priority: Normal

TO: PHILIP.PATTON at VPAF, IRENE.ELBERT at VPAF, DOUGLAS.KOSCHMEDER at VPAF, PATTLRUST at VPAF, JOYCE. MORROW, james.bodensteiner at INTERNET, ROGER.KUETER BRIAN. LOOBY, GLORIA. WENGER, LUANN.ANDREESSEN, DIANE.HEADINGTON at INTERNET, DIANE. HENSLEY, GARY. SHONTZ, BRUCE.RIEKS .

Subject: Out-Of-State Student Teacher Billing for Spring, 1999

Folks:

I didn't receive any negative comments regarding the proposal to bill out-of-state student teach tuition on u-bills in the future.

Beginning with Spring 1999, out-of-state student teaching courses will be listed with regular section numbers (no more section 60s) in the schedule of courses.

Student teachers will be billed for tuition and mandatory fees on a V-Bill. (Extension will not bill the students.)

The computer system will deposit the resultant funds into the General Fund. After the third week of classes, Roger Kueter will provide Gary Shontz or Bruce Rieks a list of student teachers (to include their SSN). The prorated tuition attributed to student teaching will be moved from the General Fund to a unique account under Roger Kueter's management.

The mentioned changes will be positively received by the student teachers. The outlined procedures simplify the work of Controllers Office, Financial Aid, and Registrar's Office employees.

My hat is off to everyone who made suggestions and cooperated in this re-engineering venture.

Gary Shontz

To: Gary Shontz, Controller

From: Roger Kueter

Date: Sept. 28, 1998

Gary, I just wanted to add a few notes or understandings to your email of last Thursday 9/24. First, I appreciate your support and leadership in getting this process approved by your VP, which I understand was shared with and approved by Interim Provost Podolefsky. I'm convinced this process will make registering and record keeping easier.

Be assured that we will be good stewards of our responsibility of monitoring the expenses of the out of state & International program. To recap some of the conversation not mentioned in your email would be to say that this procedure allows UNI students to take advantage of the opportunity to be placed outside of Iowa borders for unique experience, and to accommodate life and family situations where these specialized placements are appropriate.

Our office will, as you mentioned, report the number of students to your office and the projected level of expenditures to provide the services necessary for placement and supervision in the school district(s) or International location of placement. It is my understanding that your office will then transfer the money to the level of expenses, but never greater than the university's income of the tuition. Because tuition does not equate to the instructional costs it will be our responsibility to monitor expenses and to stay within the allowed limit. We agreed that it would be appropriate for this program to be responsible for one half of the director's salary, Dr. Janey Montgomery.

cc. Tom Switzer, Dean

