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## Memorandum

To: Daniel Layzell, Louisiana State University System  
Edwin Litolff, University of Louisiana System  
Flandus McClinton, Southern University System  
Joe Marin, Louisiana Community and Technical College System

From: Terrence Ginn, Deputy Commissioner for Finance and Administration

Date: July 6, 2016

Re: FY 2016-2017 Mandatory Tuition and Fees Survey Request

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This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2016-2017 Mandatory Tuition and Fees Survey. The form needed to complete this request will be available on the Board of Regents website [www.regents.state.la.us](http://www.regents.state.la.us) under the Finance/Facilities section under the heading "Forms and Reports"/"Mandatory Tuition and Fees Survey". Please include on the schedules any notes which may clarify unique circumstances regarding tuition and fees applicable to any of your institutions. For the purpose of completing these forms, you should include your estimated energy surcharge amount. The annual amount reported should include only Fall and Spring fees. Summer and Intersessions are not included.

Please fill out the form 2016-2017 Annual Mandatory Tuition and Fees. Email the completed forms to Mrs. Lori Parker, Assistant Commissioner for Budget Analysis at [lori.parker@la.gov](mailto:lori.parker@la.gov) by **Friday, July 29, 2016**.

If you have questions concerning these matters, please contact Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.