

State Council of Higher Education for Virginia Certificate Program Cost Forms

Institutions are to submit a certificate cost form for new certificate programs. The cost form should accurately reflect the institution's charges and fees to initiate the certificate program. A modified certificate program may also require a cost form.

Note. The cost form is a part of the Certificate Cost section and should be placed at the end of the section. The cost form should appear in its entirety on one page. Adjustments to scale size may be necessary for some of the forms. All forms must maintain size for readability.

Instructions for Cost Forms

- Institutions will submit only one cost form per proposed certificate.
- Round all values to the nearest whole number.
- The cost form should appear on its own page in the certificate proposal. The following instructions will insert the cost form as an Excel Object in the Word document.
 - Turn on the paragraph mark in Word.
 - In the Layout tab, 'Breaks' drop-down menu, use a "Next Page" break to insert a hard page break under the last course in the Course Descriptions section. Do **not** use the "Continuous" break and do **not** use "Page Break" on the left-hand menu under the Insert tab.
 - Click on the newly created page. In the Layout tab, click the arrow under "Orientation," and select "Landscape."
 - In Excel, copy the entire cost form including the instructions below the form.
 - In the Word document on the newly created blank page, click the arrow under the "Paste" drop-down menu, select Paste Special, then select the "Microsoft Excel Worksheet Object".
 - Once the form is on the page, the object can be resized as a whole, keeping its proportions. **Only** the cost form page may be reoriented to landscape and/or the margins may be adjusted to better accommodate the cost form.

Note: It is best not to "paste" the cost form as a picture in the Word document.

- The "additional fees" line item is the total of all other expenses not previously indicated. In the proposal document, provide the name of the fee, the dollar amount (per credit or course, as applicable), and a detailed explanation of the fee. All additional fees should be presented separately.
- No changes including recreating the form, adding footnotes, or changing text can be made to SCHEV forms. Specific information about dollar amounts should be explained under the certificate cost heading in the proposal document.

See the SCHEV policy **ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS: POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES** for instructions and the SCHEV website for forms <https://www.schev.edu/home/showpublisheddocument/2205/637974489910930000>

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