

Recommended Template for New Program Budget in CIM

Tuition and Fees

Academic Year	New Students Enrolled	Transfer Students	Continuing Students Based (Based on attrition rate) ¹	Graduating Students	Total Students FTE Equivalents ²	Projected Revenue based on Credits Hours per year ³
Year 1						
Year 2						
Year 3						
Year 4						

- 1) Continuing students should be projected with consultation of the university attrition rate, per cohort or school from the Office of Institutional Effectiveness (2021-2022).
- 2) 1 FTE (Full Time Equivalent) students
- 3) Projected Revenue, calculate the number of credit hours to be taken each year & current tuition rate from this link:
<https://www.njcu.edu/admissions-aid/tuition-fees/undergraduate-tuition-fees>

Expenses

Academic Year	Faculty Salary Full time & Part Time	Winter/ Summer Salary	Marketing	Library Expenses	Administrative Support	Totals
Year 1						

Year 2						
Year 3						
Year 4						

Salary Based on current year

Net Income Summary			
Academic Year	Revenue	Expense	Net Income
Year 1			
Year 2			
Year 3			
Year 4			

Please include a Budget Narrative

- 1) Marketing plans: Please complete (2) forms from Marketing on the following weblink:
<https://www.njcu.edu/directories/offices-centers/marketing-and-communications>
- 2) Any necessary equipment
- 3) Library Resources
- 4) Grant Monies (If applicable)