October 19, 2007

MEMORANDUM

To: Margaret Dechant, Associate Vice President for Enrollment Management

Subject: Request to Set Fee for the ACT Residual Test

In order to continue to recruit students that miss national admission test deadlines, I will be implementing the use of the ACT Residual exam on campus. As part of the implementation process, we need to set a fee before we can administer this exam. The cost for us to purchase the exam from ACT is $27.50.

In searching for other institutions in Texas that administer the ACT Residual, I found the following fee structures:

Angelo State University- $50
Baylor University - $65
Lamar State University - $50
McMurry State University - $35.50
Midwestern State University - $36
Sam Houston State University - $60
San Jacinto College Central - $40
Stephen F. Austin University - $50
University of Texas – San Antonio - $35

There would be about a $7 cost to mail this exam overnight to ACT for scoring. Reports would be mailed back to us two to three weeks later. We will have the capability of scoring the exam on-campus. We could purchase the ACT SCORE! Program (developed by Brigham Young University) at a $495 one-time fee or pay a $50 annual software lease. We would still be responsible for mailing back the exam materials to ACT.

I am not sure how many students will be using this method of testing. Our cost would be $27.50 plus the mailing fee. That may be why some of the universities listed above set their fee around $35. If we grade on campus using the annual lease and test about 10 students, our cost would be around $39.50. This may explain the $40 plus range. I do not think it would be cost effective at this point to pay the $495. Until we have a better picture of how many students we could potentially test, I would suggest the $50 annual lease. I am recommending a $40 fee for the ACT Residual exam.

Please submit your decision on an official memo as it will be kept on file in the Bursar’s office.

Thank you,

Judith Perales
Director of Academic Testing