

# College Affordability and Transparency Explanation Form

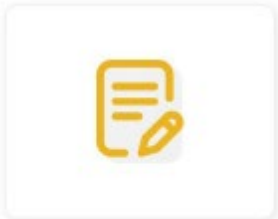
**Login to CATEF System**

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using the system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited regardless of whether the user is an authorized user. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, create, delete, information on this system are strictly prohibited and may be used to criminal prosecution under 18 U.S.C. § 1030 and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

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- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

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### OMB Control Number

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0822.

APPROVAL EXPIRES: xx/xx/xxxx



### Time Requirement

The time required to complete this information is estimated to average 2.3 hours per institution, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.



### Comments & Suggestions

If you have any comments concerning the accuracy of the time estimate or suggestions for improving this collection, please write to: U.S. Department of Education, Washington, DC 20202-4537.

## Need CATEF Help?

If you have any comments or concerns regarding the status of your individual submission of this information, contact the CATEF Help Desk



(888) 288-6131



catef@inovas.net

## College Affordability and Transparency Explanation Form

Privacy Notice:

The personally identifiable information (PII) requested on this form is collected under Section 485(f) of the HEA, which mandates the collection of campus safety and security information, requires the U.S. Department of Education (Department) to collect safety and security statistics from institutions participating in the Federal student financial programs authorized by title IV of the HEA and to make the statistics available to the public. Foreign institutions of higher education are exempt from this requirement. Section 485(i) of the HEA requires ED to collect fire safety statistics from eligible institutions and make them available to the public. The primary purpose for providing the requested PII on this form is to allow for the U.S. Department of Education (Department) to contact you, or representatives from your institution as needed, in response to the survey filled out by your institution. The information you provide is mandatory. While information regarding representatives (Chief Administrative Officer, Campus Safety Officer, Campus Fire Safety Officer, and Title IX Coordinator for each reporting campus) from your institution will be posted on our public-facing website, your information will not be disclosed outside of the Department. There may be circumstances where information may be shared with a third party, such as a Freedom of Information Act request, court orders or subpoena, or if a breach or security incident would occur affecting the system, etc.

[Back to Last Page](#)

## College Affordability and Transparency Explanation Form

[Save](#)

**Before you proceed, please create a new password. The new password must conform to the following rules:**

- Must be between eight and fourteen characters long
- Must contain at least one upper case character (A, B, C ...)
- Must contain at least one lower case character (a, b, c...)
- Must contain at least one numeric character (1, 2, 3 ...)
- Must contain at least one special character (!, @, #, \$, %, ^, & or \*)

[Back to Login Page](#)



## College Affordability and Transparency Explanation Form

Save

**Select Institution**

- 999999 - Sample University (Net Price) Incomplete
- 999999 - Sample University (Tuition and Fees) No Data

Close

word. The new password must conform to

g  
B, C...)  
b, c...)  
...)  
\$, %, ^, & or \*

Back to Login Page



## College Affordability and Transparency Explanation Form

[View/Download the CATEF Handbook](#) (file size: 1,105 KB)

[View/Download the latest CATEF Collection Announcement Letter](#) (file size: 276 KB)

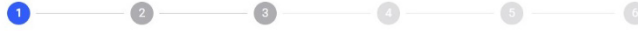
Additional information and resources available on the [Department of Education's College Affordability and Transparency Page](#).

For immediate assistance with any additional questions or problems related to system usage, please contact the CATEF Help Desk toll-free at [1-888-288-6131](tel:1-888-288-6131) or via e-mail [catef@inovas.net](mailto:catef@inovas.net)

Back to Last Page



[Sections](#) **Summary Screen**



### 999999 - Sample University (Net Price)

#### Section 1 - General Information

Your institution has been identified as one whose increases in tuition and fees, or net price after grant and scholarship aid, over the most recent three academic years for which data are available fell in the top five percent within your sector. Therefore, you were included on one of the lists that were posted at <https://collegecost.ed.gov/affordability> on July 01, 2023. According to section 132(e) of the Higher Education Act of 1965, as amended, all institutions included on the highest increase lists are required to provide additional information to the Secretary of Education.

Please complete the following form, which collects information regarding costs at your institution. You must complete this form no later than March 04, 2024.

**Contact Information for person filling out the form if other than preloaded IPEDS Keyholder<sup>Ⓢ</sup>**

\* - field is required

**First Name\***

**Last Name\***

**Position\***

**Phone Number\***

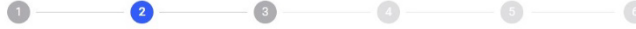
**E-mail Address\***

**Next**

Switch Institutions/Surveys



**Sections**   **Summary Screen**



**999999 - Sample University (Net Price)**

**Section 2 - Cost Increase Description**

Data that your institution reported as expenses in the IPEDS Finance (F) component in 2018-19 and 2020-21 have been carried forward below. Please select at least one but no more than three cost areas with the highest three-year percentage change that most closely relates to the increase in cost at your institution.

Your institution's full-time equivalent (FTE) student enrollment<sup>①</sup> counts for the first and last year of the three-year period have also been carried over from the IPEDS 12-month Enrollment Component (E12). The three-year percentage change has also been calculated for you.

If you have questions about the data presented in this section, please contact the IPEDS keyholder at your institution.

Switch Institutions/Surveys

Cost Area (Based on IPEDS Finance component Expenses in Part E)	2018-19 Total Amount	2020-21 Total Amount	3-Year % Change
<input type="checkbox"/> <u>Instruction</u>	\$175,391	\$279,679	59%
<input type="checkbox"/> <u>Research</u>	\$0	\$0	0%
<input type="checkbox"/> <u>Public service</u>	\$0	\$0	0%
<input type="checkbox"/> <u>Academic support</u>	\$748,681	\$541,062	-28%
<input type="checkbox"/> <u>Student services</u>	\$174,676	\$172,452	-1%
<input type="checkbox"/> <u>Institutional support</u>	\$1,379,326	\$2,030,164	47%
<input type="checkbox"/> <u>Auxiliary enterprises</u>	\$1,045,736	\$1,936	-100%
<input type="checkbox"/> <u>Net grant aid to students</u>	\$0	\$0	0%
<input type="checkbox"/> <u>Hospital services</u>	\$0	\$0	0%
<input type="checkbox"/> <u>Independent operations</u>	\$0	\$437,707	43,770,700%
<input type="checkbox"/> <u>Other expenses &amp; deductions</u>	\$864,527	\$1,042,466	21%
FTE student enrollment from E12	77	22	-71%

[Previous](#)   [Next](#)



Sections Summary Screen



999999 - Sample University (Net Price)

**Section 3 - Cost Increase Explanation**

Between 2018-19 and 2020-21 your institution's instruction has increased 59%, institutional support has increased 47%, other expenses & deductions has increased 21%.

Please select up to 3 of the reasons listed for each section below that contributed the most to the increase:

\* - select a reason

**Overall Institutional Areas\***

- Added Programs
- Benefits
- Increased Enrollment
- Purchased Supplies/Equipment
- Salaries and Wages
- Added Staff
- Change in Reporting Methodology
- Increased Operational Costs
- Reporting Error

**Instruction\***

- 0% Increase
- Added Campus
- Added Staff
- Benefits
- Career Services
- Contracted Services
- Decreased Enrollment
- Expanded Library Resources
- Higher Credentialed Staff
- Increased Donations
- Increased Operational Costs
- Loss of State Funding
- Merged
- New Institution
- New to Title IV
- Other
- Professional Development/Training
- Recruiting and Retention
- Renovations
- Reporting Error
- Tech Investments/Infrastructure
- Weighted Average
- Accreditation
- Added Programs
- Athletics
- Capital Projects
- Change in Reporting Methodology
- Curriculum Development
- Depreciation and Interest
- Grants
- Increased Cost of Living
- Increased Enrollment
- Inflation
- Marketing and Advertising
- New Degree Levels
- New Ownership
- Operation and Maintenance
- Physical Expansion
- Purchased Supplies/Equipment
- Relocated
- Repairs and Maintenance
- Salaries and Wages
- Travel

Does your institution have additional explanation about the reasons selected above for Instruction?\*

Yes  No

Please provide your additional explanation in the field below.\*

**Institutional support\***

- Accreditation
- Added Programs
- Athletics
- Benefits
- Change in Reporting Methodology
- Curriculum Development
- Depreciation and Interest
- Fundraising
- Higher Credentialed Staff
- Increased Enrollment
- Increased Operational Costs
- Investment Expenses
- Marketing and Advertising
- New Degree Levels
- New Ownership
- Operation and Maintenance
- Physical Expansion
- Purchased Supplies/Equipment
- Relocated
- Repairs and Maintenance
- Salaries and Wages
- Student Housing
- Travel
- Added Campus
- Added Staff
- Bad Debt
- Capital Projects
- Contracted Services
- Decreased Enrollment
- Disposal of Assets
- Grants
- Increased Donations
- Increased Institutional Grants
- Inflation
- Loss of State Funding
- Merged
- New Institution
- New to Title IV
- Other
- Professional Development/Training
- Recruiting and Retention
- Renovations
- Reporting Error
- Security
- Tech Investments/Infrastructure

Does your institution have additional explanation about the reasons selected above for Institutional support?\*

Yes  No

**Other expenses & deductions\***

- Other

Does your institution have additional explanation about the reasons selected above for Other expenses & deductions?\*

Yes  No

Please provide your additional explanation in the field below.\*

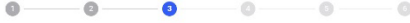
Previous

Next

Switch Institution/Survey



Sections Summary Screen



999999 - Sample University (Net Price)

Section 3 - Cost Increase Explanation

Between 2018-19 and 2020-21 your institution's instruction has increased 59%. Institutional support has increased 4%. Independent operations has increased 43./0./00%.

Please select up to 3 of the reasons listed for each section below that contributed the most to the increase:

\* This is required

Overall Institutional Areas\*

- Added Programs
- Benefits
- Increased Enrollment
- Purchased Supplies/Equipment
- Salaries and Wages
- Added Staff
- Change in Reporting Methodology
- Increased Operational Costs
- Reporting Error

Instruction\*

- 0% Increase
- Added Campus
- Added Staff
- Benefits
- Career Services
- Contracted Services
- Decreased Enrollment
- Expanded Library Resources
- Higher Credentialed Staff
- Increased Donations
- Increased Operational Costs
- Loss of State Funding
- Merged
- New Institution
- New to Title IV
- Other
- Professional Development/Training
- Recruiting and Retention
- Renovations
- Reporting Error
- Tech Investments/Infrastructure
- Weighted Average
- Accreditation
- Added Programs
- Athletics
- Capital Projects
- Change in Reporting Methodology
- Curriculum Development
- Depreciation and Interest
- Grants
- Increased Cost of Living
- Increased Enrollment
- Inflation
- Marketing and Advertising
- New Degree Levels
- New Ownership
- Operation and Maintenance
- Physical Expansion
- Purchased Supplies/Equipment
- Relocated
- Repairs and Maintenance
- Salaries and Wages
- Travel

Does your institution have additional explanation about the reasons selected above for Instruction?\*

Yes  No

Institutional support\*

- Accreditation
- Added Programs
- Athletics
- Benefits
- Change in Reporting Methodology
- Curriculum Development
- Depreciation and Interest
- Fundraising
- Higher Credentialed Staff
- Increased Enrollment
- Increased Operational Costs
- Investment Expenses
- Marketing and Advertising
- New Degree Levels
- New Ownership
- Operation and Maintenance
- Physical Expansion
- Purchased Supplies/Equipment
- Relocated
- Repairs and Maintenance
- Salaries and Wages
- Student Housing
- Travel
- Added Campus
- Added Staff
- Bad Debt
- Capital Projects
- Contracted Services
- Decreased Enrollment
- Disposal of Assets
- Grants
- Increased Donations
- Increased Institutional Grants
- Inflation
- Loss of State Funding
- Merged
- New Institution
- New to Title IV
- Other
- Professional Development/Training
- Recruiting and Retention
- Renovations
- Reporting Error
- Security
- Tech Investments/Infrastructure

Does your institution have additional explanation about the reasons selected above for Institutional support?\*

Yes  No

Independent operations\*

- 0% Increase
- Contracted Services
- Natural Disaster
- Relocated
- Change in Reporting Methodology
- Grants
- Other
- Reporting Error

Does your institution have additional explanation about the reasons selected above for Independent operations?\*

Yes  No

Previous

Next

Switch Institutions/Surveys



[Sections](#) **Summary Screen**



**999999 - Sample University (Net Price)**

**Section 4 - Steps Towards Cost Reduction**

\* - field is required

Does your institution have / Has your institution implemented any plans to decrease the cost of attendance at your institution ?\*

Yes  No

Your answer is Yes. Please describe any plans your institution has taken or will take to decrease the cost of attendance at your institution. \*

[Previous](#)

[Next](#)

Switch Institutions/Surveys





[Sections](#) **Summary Screen**



### 999999 - Sample University (Net Price)

#### Section 4 - Steps Towards Cost Reduction

\* - field is required

Does your institution have / Has your institution implemented any plans to decrease the cost of attendance at your institution ?\*

Yes  No

Your answer is No. Please describe any reasoning behind your institution's decision or inability to take steps or make plans to decrease the cost of attendance at your institution. \*

[Previous](#)

[Next](#)

Switch Institutions/Surveys

1

2

3

4

5

— 6

## 999999 - Sample University (Net Price)

### Section 4 - Steps Towards Cost Reduction

*\* - field is required*

Does your institution have / Has your institution implemented any plans to decrease the cost of attendance at your institution ?\*

Yes  No

Your institution has been on the Net Price list for two or more consecutive years. Please describe the progress made on the steps to reduce costs that were provided on this form last year.\*

[Click here to view a summary of your institution's responses to last year's CATEF.](#)

Previous

Next



[Sections](#) **Summary Screen**



### 999999 - Sample University (Net Price)

#### Section 5 - Control of Student Charges

\* - field is required

Are student charges (tuition and fee rates) within the exclusive control of the institution?\*

Yes  No

**Additional Information:** Please use this space to provide any other information your institution considers relevant to increases in net prices charged to students at your institution.

[Previous](#)

[Next](#)

Switch Institutions/Surveys



[Sections](#) **Summary Screen**



### 999999 - Sample University (Net Price)

#### Section 5 - Control of Student Charges

*\* - field is required*

Are student charges (tuition and fee rates) within the exclusive control of the institution?\*

Yes  No

*If you answered "No", then please identify the agency or agencies responsible for determining the tuition and fee increases and provide an explanation of the extent to which the institution participates in determining the tuition and fee increases in the boxes below.*

A) Identify the agency or agencies responsible for determining the tuition and fee increases.\*

B) Provide an explanation of the extent to which the institution participates in determining the tuition and fee increases.\*

**Additional Information:** Please use this space to provide any other information your institution considers relevant to increases in net prices charged to students at your institution.

[Previous](#)

[Next](#)

Switch Institutions/Surveys



[Sections](#) **Summary Screen**



**999999 - Sample University (Net Price)**

**Section 6 - Burden Estimate**

\* - field is required

Did you find the estimated burden amount of 2.3 hours to be accurate for this survey?\*

Yes  No

How long did it take you to complete this survey?\*

hour(s)

[Previous](#)

[Next](#)

Switch Institutions/Surveys



[Sections](#) **Summary Screen**



**999999 - Sample University (Net Price)**

**Section 6 - Burden Estimate**

\* - field is required

Did you find the estimated burden amount of 2.3 hours to be accurate for this survey?\*

Yes  No

How long did it take you to complete this survey?\*

hour(s)

[Previous](#)

[Next](#)

Switch Institutions/Surveys



**Sections**   Summary Screen

Switch Institutions/Surveys

**999999 - Sample University (Net Price)**

**Summary Screen**

You have completed all required elements of this form. The summary form shown below may be made publicly available, so please review the information you have provided carefully for spelling and grammatical errors as well as content. You can click **Previous** to go back and edit this information, or, if you are satisfied with your responses click **Finish** to submit the completed survey to the Department of Education for further review. Note: Once you click **Finish**, this survey will be locked and placed in read-only mode. If changes need to be made, please contact the CAITEF Help Desk for further assistance.

**999999 - Sample University (Net Price)**

**Survey Completed By**

test test  
 test  
 test@test.com  
 (555) 555-5555

How long did it take to complete this survey? **2 hour(s)**

2018-19 FTE student enrollment: **77**  
 2020-21 FTE student enrollment: **22**  
 3-year % Change in FTE: **-71%**

**Areas of Greatest Cost Increase**

Overall Institutional Reasons for Cost Increase

**Selected Reasons for Increased Costs:**

*Benefits*

Independent operations

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$0	\$437,707	43,770,700%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$0	\$19,896	1,989,600%

**Selected Reasons for Increased Costs:**

*Contracted Services*

Does your institution have any additional explanation of the selected reasons?

No

Instruction

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$175,391	\$279,679	59%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$2,278	\$12,713	458%

**Selected Reasons for Increased Costs:**

*Career Services*

Does your institution have any additional explanation of the selected reasons?

No

Institutional support

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$1,379,326	\$2,030,164	47%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$17,913	\$92,280	415%

**Selected Reasons for Increased Costs:**

*Added Programs*

Does your institution have any additional explanation of the selected reasons?

No

Plans for Cost Reduction

Does your institution have / Has your institution implemented any plans to decrease the cost of attendance at your institution ?

No

Description of any reasoning behind your institution's decision or inability to make plans to decrease the cost of attendance.

The reason(s) your institution has not taken or will not take steps toward reducing costs is missing. Your entry must be at least 20 characters in length.

[Previous](#)

[Finish](#)

[Print](#)



Sections Summary Screen

**999999 - Sample University (Net Price)**

**Summary Screen**

You have completed all required elements of this form. The summary form shown below may be made publicly available, so please review the information you have provided carefully for spelling and grammatical errors as well as content. You can click **Previous** to go back and edit this information, or, if you are satisfied with your responses click **Finish** to submit the completed survey to the Department of Education for further review. Note: Once you click **Finish**, this survey will be locked and placed in read-only mode. If changes need to be made, please contact the CATEF Help Desk for further assistance.

**999999 - Sample University (Net Price)**

**Survey Completed By**

test test  
 test  
 test@test.com  
 (555) 555-5555

How long did it take to complete this survey? **2 hour(s)**

2018-19 FTE student enrollment: **77**  
 2020-21 FTE student enrollment: **22**  
 3-year % Change in FTE: **-71%**

**Areas of Greatest Cost Increase**

Overall Institutional Reasons for Cost Increase

**Selected Reasons for Increased Costs:**  
*Benefits*

Independent operations

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$0	\$437,707	43,770,700%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$0	\$19,896	1,989,600%

**Selected Reasons for Increased Costs:**  
*Contracted Services*

Does your institution have any additional explanation of the selected reasons?  
 No

Instruction

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$175,391	\$279,679	59%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$2,278	\$12,713	458%

**Selected Reasons for Increased Costs:**  
*Career Services*

Does your institution have any additional explanation of the selected reasons?  
 No

Institutional support

2018-19 Amount:	2020-21 Amount:	3-Year % Change:
\$1,379,326	\$2,030,164	47%
2018-19 Amount per FTE:	2020-21 Amount per FTE:	3-Year % Change per FTE:
\$17,770	\$25,377	43%

**Lock the Survey**

You are about to lock this survey. Once the survey is locked, you will not be able to make changes to your data unless you call the CATEF Help Desk at 1-888-288-6131. Click OK to lock the survey or Cancel to return to the current page.

**OK** **Cancel**

The reason(s) your institution has not taken or will not take steps toward reducing costs is missing. Your entry must be at least 20 characters in length.

**Previous** **Finish** **Print**

Switch Institutions/Surveys

2019-20 Amount:  
\$146,668

2021-22 Amount:  
\$453,809

3-Year % Change:  
209%

2019-20 Amount per FTE:  
\$2,328

2021-22 Amount per FTE:  
\$21,610

3-Year % Change per FTE:  
828%

**Selected Reasons for Increased Costs:**

*New Institution*

**Does your institution have any additional explanation of the selected reasons?**

*No*

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## Selecting Another Institution

You still have other surveys to complete. Would you like to select a new survey now?

OK

Cancel

**Di**

**last year**

*Your answer is No. Please describe any reasoning behind your institution's decision or inability to take steps or make plans to decrease the cost of attendance at your institution.*

Print





Sections **Summary Screen**

999999

**Summary**

This survey is now  
assistance.

999999 - S

**Survey Com**

test test

test

test@test.co

(555) 555-5555

How long did it take to complete this survey? **2.3 hour(s)**

2019-20 FTE student enrollment: **63**

2021-22 FTE student enrollment: **21**

3-year % Change in FTE: **-67%**

**Areas of Greatest Cost Increase**

**Overall Institutional Reasons for Cost Increase**

**Select Institution**

999999 - Sample University (Net Price) Incomplete

**999999 - Sample University (Tuition and Fees)** Locked

Close

Switch Institutions/Surveys

Desk for further