

The College Student Budgets (CSB) System Reporting Manual

The Texas Higher Education Coordinating Board (THECB) has the College Student Budgets (CSB) report in an online, web-based system. The collection of CSB data is required by statute (Sec. 61.0777 (f). UNIFORM STANDARDS FOR PUBLICATION OF COST OF ATTENDANCE INFORMATION). Data collected through CSB includes tuition and fees, room and board, books and supplies, transportation, and other personal expenses for both undergraduate and graduate students. The data is used in the THECB's Accountability System, Online Institutional Resumes, Southern Regional Education Board (SREB) survey response, Net Price Calculator, and the College for All Texans website. Consumers of the information are primarily entering students and their parents.

The CSB system is now available online. The deadline for reporting budget information to the THECB is the **First Day of April** each year (or the following Monday if April 1 falls on a Saturday, Sunday, or holiday). Institutions must submit CSB data by April 1.

Questions regarding information to be reported in the CSB system and issues regarding problems accessing the system should be directed to:

Ken Pon
Email: Ken.Pon@highered.texas.gov
Tel. 512-427-6424
Fax 512-427-6147

GENERAL INSTRUCTIONS

I. Logging into the CSB System

The internet address to access the CSB is:

<https://www1.highered.texas.gov/apps/CSB/>

The institution's FICE code combined with a unique password allows for secure processing of the reported information. To log into the CSB system, enter the institution's six-digit FICE code (include leading zeros. E.g. 005678) and password (login is the same as previous year's). If you have forgotten or misplaced your login information, please contact Ken Pon to verify FICE codes or passwords: (Ken.Pon@highered.texas.gov).

COLLEGE STUDENT BUDGETS

INTRODUCTION

Welcome to the THECB College Student Budgets Online System.

Rectangular Snip

The CSB system is open for reporting. There are new reporting instructions for FY2025 which can be viewed at the [CSB Instruction Manual](#).

If you are having difficulty entering the system, contact **Ken Pon** to verify your user information.

The deadline to submit budget information is the first day of April each year.

PLEASE LOGIN ...

FICE
Password

IV. Navigating through the Application

Click the appropriate menu option (Undergraduate, Graduate, First Year, etc.) to access the forms from the CSB Online system.

Press the TAB key to move the cursor forward through the fields in the form. Hold the Shift-TAB key combination to move the cursor backwards through the fields in the form. Click on the UPDATE button in the lower left portion of the form to save the entered data. Click on the MAIN MENU button and select the desired link to open the other forms. Use the Browser's print functions to print the active form.

Changing information: Make any changes to the information prior to certification. After certification, the system will disable editing functions. Please contact Ken Pon (Ken.Pon@highered.texas.gov) if corrections are necessary.

V. Reporting Requirements

Standardization of Data:

Undergraduate Reporting: Report tuition and mandatory fees for an entering liberal arts student (or lowest cost program if the institution does not have a liberal arts program) for 15 semester credit hours (SCH) per semester for both Fall and Spring semesters for a total of **30 SCH**.

A field is provided for Fixed Tuition Price (for public universities only). In this field, report the lowest rate for entering freshmen for 30 SCH, or, if there are no freshmen students at the institution, whenever students would first enter the institution. Institutions that charge a flat rate for a range of hours, for example, 14 - 16 hours, would base their rate at **15** semester credit hours per semester for 30 SCH total.

Graduate Reporting: Report tuition and mandatory fees for 9 SCH per semester for both Fall and Spring semesters for a total of 18 SCH. The amounts listed should be based on the tuition and mandatory fees to be charged to students enrolled in the institution's graduate program with the largest number of full-time student equivalents.

The only programs for which you may report an average tuition and mandatory fee cost at a rate other than the 30 SCH or 18 SCH rate are the professional programs (Medical, Dental, Pharmacy, and Veterinary). Health-related institutions with several allied health and/or academic programs should submit data only for the program with the largest enrollment. Institutions which charge a flat rate for a range of hours, for example, 9 - 12 hours, would base their rate at 9 semester credit hours.

Medical, Dental, Pharmacy, and Veterinary: The length of study and cost of instruments for MD/DO, DDS, PHARMD, DVM or related programs may vary greatly from one year to another. Therefore, if your institution offers a multi-year program, you will need to submit budget data for each year a student is expected to be enrolled.

VI. Certifying College Student Budget Information

After your institution's CSB forms have been completed and verified, click on the "Certification Form" link. Enter the name and other information of the person certifying the submission. Finally, click on the CERTIFY button. Remember, once the report has been certified, the system will disable editing functions. Contact Ken Pon (Ken.Pon@highered.texas.gov) if corrections are necessary.

You will have the opportunity to print the CERTIFICATION form. You may do so and keep a copy for your records; however, simply completing the contact information online will be sufficient for our purposes as confirmation of the certification of your submission of the CSB. You are not required to obtain a written signature nor are you required to send the copy to our office. Upon receipt of the online certification, the CSB submission is completed.