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## Memorandum

To: Bill Silvia, Louisiana State University System  
Dave Nicklas, University of Louisiana System  
Tolor White, Southern University System  
Jan Jackson, Louisiana Community and Technical College System  
Bill Hebert, Louisiana University Marine Consortium

From: Donald J. Vandal, Deputy Commissioner for Administration

Date: July 28, 2004

Re: FY 2004-2005 Annual Mandatory Attendance Fees Survey

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This memorandum shall serve as the official request for the completion of the FY 2004-2005 Annual Mandatory Tuition and Fees Survey.

Please fill out the attached form for your respective systems and email to Mrs. Wendy C. Simoneaux, Assistant Commissioner for Finance at [wsimoneaux@regents.state.la.us](mailto:wsimoneaux@regents.state.la.us) by **Friday, August 13, 2004**. Please include on the schedule any notes which may clarify unique circumstances regarding tuition and fees applicable to any of your institutions.

If you have any questions concerning this matter, contact me or Mrs. Simoneaux at 225-342-4253.