**Costs Worksheet**

This form has been set up for you to fill in on your computer. Use the Tab key to move to the next blank, or click in the blank with your mouse. “Save As” a new file name when you are finished. *(Note: You can also print the Worksheet to fill in.)*

| Individual Program BD20167_ | Small Group Program j0178868 | | | | Mid-Sized Group Program midsize group | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***What’s the bottom line for you?***  $         Class Fee  *(enter number here after calculating costs below)* | ***What’s the bottom line for you?***  $         Class Fee  *(enter number here after calculating costs below)* | | | | ***What’s the bottom line for you?***  $         Class Fee  *(enter number here after calculating costs below)* | | | |
| 1. Instructor:       # class hours  × $      per hour instructor fee $ | 1. Instructor:       # class hours  × $      per hour small group fee $ | | | | 1. Instructor:       # class hours  × $      per hour mid-size group fee $ | | | |
| 2. + Testing $  3. + Downloadable materials, items  shipped, microphone/headset $  4. + Reports - ***OPTIONAL*** $  5. + Prorated? Monthly online portal $  6. +       # hours phone instruction × $      per hour instructor fee $  7. + e-Writing review - ***OPTIONAL*** $  8. + Prorated? Additional IT upgrades   for internet, cloud storage,  computer equipment $  **Total Costs** (items 1 thru 8 above) **$** | 2. + Testing per person $  3. + Downloadable materials, items  shipped, microphone/headset  per person $  4. + Written reports per person$  5. + Prorated? Monthly online portal $  6. + Prorated? Additional IT upgrades   for internet, cloud storage,  computer equipment $ | | | | 2. + Downloadable materials, items  shipped, microphone/headset  per person $  3. + Screening per person$  4. + Prorated? Monthly online portal $  5. + Prorated? Additional IT upgrades   for internet, cloud storage,  computer equipment, $  6. + Upgrades required for increased  session participants/  video required $ | | | |
| **Calculate Cost Per Person for Group**  *(#2 + #3 + #4 + #5) × # in group + #1 ÷ # in group* | | | | **Calculate Cost Per Person for Group**  *(#2 + #3) × # in group + #1 ÷ # in group* | | | |
| **3 in group** | **4 in group** | **5 in group** | **6 in group** | **7 in group** | **10 in group** | **11 in group** | **12 in group** |
| $ | $ | $ | $ | $ | $ | $ | $ |
| **THUS…**  # in group required to break even  Minimum enrollment #? | | | | **THUS…**  # in group required to break even  Minimum enrollment #? | | | |
| **Things to Consider:** | **Things to Consider:**  - Fee differential for  on-site vs. your site?  Y  N | | | | **Things to Consider:**  - Establish policy for refunds/absences  - Fees are due and payable at the start | | | |
| ***j0139637*Things to check soon:** | **j0139637Things to check soon:** | | | | **j0139637Things to check soon:** | | | |