



## **Handbook for Class Fees Management**

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## 1.0 Definitions

The Arizona Board of Regents [ABOR](#) defines “Class fees” as additional charges for specific classes or courses that have demonstrably higher costs of delivering instruction overall because of the need for or use of special equipment, supplies, technology, key personnel expenses, field trips or other costs approved by the board.

## 2.0 Policies

### 2.1 ABOR Policies

[ABOR Policy 4-101: Tuition and Fee Definitions](#)

[ABOR Policy 4-103: Proposals for Tuition and Fees](#)

[ABOR Policy 4-104: Procedure for Setting Tuition and Fees](#)

[ABOR Policy 4-105: Fees](#)

- When setting class fees, the board shall consider the costs associated with a specific class, including administrative costs.
- Class fees may be used for any purpose approved by the board.
- If approved by the board, revenues from multiple class fees may be pooled to fund a shared resource, including administrative resources.
- Each university must maintain a master list of class fees and publish class fees as part of each semester’s schedule of classes and course listings.
- Billings and Payments of Class Fees
  - a. Class fees shall be billed in the same fashion as other tuition and fees, unless payment of the fees is made directly to a non-university operator for equipment or facilities. The fact that the class fee will be paid directly to a non-university recipient must be disclosed prior to the board approving the fee.
  - b. Class fees are collected at the time of tuition payment and will be distributed by the university to local department accounts. Each class fee shall be accounted for separately. Fees that are used for shared resources may be distributed to a pooled account. On site payments may not be made to the course instructor.
  - c. Refunds of class fees and deposits shall be in accordance with established university policy and academic units are responsible for maintaining student deposit records.
- A university president may reduce or delete a class fee without board approval. The university shall report any class fee reductions or deletions as part of the annual report of fees reviewed.
  - The UA President has designated this authority to the Office of the Provost, where all class fees are managed.

### 2.2 University Policies

[UHAP 7.03](#)

[FSM 6.17 Administrative Service Charge](#)

- The minimum enrollment for courses numbered 500 and above is five students; the minimum for those numbered 400-499 is 12; and the minimum for those numbered under 400 is 15. The minimum size for 400/500 classes will be 5 graduate students or 12 students in total.

- The students who pay the class fee should benefit from the items purchased by that fee. All items purchased with student fees funds must be secured exclusively for use by the students paying the fee, this includes equipment, computers and software. This statement, as well as a description of the method by which these items are secured must be included in the class fee request.
- Class fee requests must be approved and published in the catalog and schedule of classes **before** registration begins.
- Requests for new class fees, or increases to existing class fees, must be a minimum of \$10 and must be in whole dollar increments.
- Class fees are subject to the Expenditure Based Administrative Service charge of 1%, which is assessed on all expenditures.
- The new fee must be in effect 4 semesters before an increase can be requested. A reduction or deletion of class fees can be requested at any time.
- Modifications to items and not the fee amount can be done through the same online system; and need ABOR approval. A one-time expense request (that is not part of the initial request) needs to be submitted to the University Fees Program Manager for review and approval with an official signed memo and cost breakdown.
- Class fees are pooled into one account within the same subject area unless the class fee revenue exceeds \$5,000. When the revenue is more than the threshold, the FSO office creates a new account and notifies all CF liaisons.
- Class fees cannot pay for faculty or TA salaries.

### 3.0 Initiating a Request

#### 3.1 Faculty

The faculty member requesting the class fee should complete the appropriate Class fee Request Faculty Form and itemized cost breakdown template available at the [University Fees website](#) under “Preparation Documents for Initiator.”

- These forms were created to assist faculty in providing to the initiator all the information required on the UAccess *Course Fee Management* forms. When complete, this form should be submitted to the department initiator for them to complete the online request.

#### 3.2 New Initiators

For new initiators or initiators who have not submitted a class fee request for two or more years:

- **Training:** Individuals needing to initiate class fee requests in UAccess Student must complete the tutorial found at **Current Workshops** <http://uits.arizona.edu/workshops/>. Scroll to “UAccess Student”, then “Class Fee Request Initiators”, then “Enroll Using UAccess Learning” and follow the instructions on this page. Successful completion of an assessment is required to be granted security to UAccess Student and initiate *Course Fee Management* forms.
- **Access to UAccess Student:** After passing the assessment, request access to UAccess Student by using the UAccess Access Provisioning Tool at [https://request.uaccess.arizona.edu/uaccess\\_appreq/](https://request.uaccess.arizona.edu/uaccess_appreq/) and use the “Request Access to or Removal from UAccess Systems Login” link at the top of the page.

- Complete the electronic form that appears, checking the buttons for “UAccess Student – Campus Users”, “Course and Fee Management” and “Fee Management Initiator.”
- When it is completed, the electronic form will be sent to the requester’s supervisor for approval and then to UITS Security for processing. If notification of approval has not been received within two weeks, the supervisor should be contacted.

### 3.3 Preparing, Submitting and Monitoring Requests

**Before submitting a request, the department/college need to consider other active fees the student is already paying (class fees, program fees, differential tuition and other fees) and review the purpose of these fees to make sure they do not overlap with the purpose of the Class Fee. The university fees committee will consider the full cost of attendance (COA) for the student before routing this request to ABOR by using the COA report from Analytics.**

Due dates are published and updated at the [University Fees website](#) for Class Fees.

- A course must be approved through the UAccess course approval process before a fee request can be submitted through the UAccess request process as the initiator will need a course ID.
- Use the information provided on the faculty form to complete the appropriate form in UAccess. Separate request forms are available for a new class fee, a modification of an existing class fee and a request to delete a fee. It is important to use the correct form for this permanent electronic record.
- After a request form is submitted, it is not possible to revise it. The request must be denied and returned to the initiator for revision.
- Electronic notifications will be sent when action has been taken on a request, and at intervals of one week when action has not been taken as a reminder to approvers. To ensure timely processing of the request, the initiator should follow-up with approvers.
- The Office of the Provost examines the request to ensure accurate and sufficient information is included and to confirm the request complies with ABOR and University policies. If these conditions are met, the academic administration unit approves the request to be forwarded to the approver route, which includes department head and dean approvers.
- When all approvers have approved the request, the university fees program manager will present it to the University Fees Committee to do a preliminary review and preparedness. The official request is prepared and submitted to ABOR in the spring semester of the AY. If the request is approved by ABOR, the Office of the Provost sends an approval letter and email to the department and gives approval of the request in UAccess. The Registrar’s Office gives final approval of the request in UAccess and enters information about the fee into the Catalog and Schedule of Classes.

**NOTE:** An additional request form must be submitted with the online request, visit the [website](#) to download the fillable pdf file under “*ABOR Class Fee Request Forms*”

### 3.4 Supplemental Information for Class fee Requests

- On the online application, an itemized cost breakdown is required to justify the fee amount. Templates for creating itemized cost breakdowns for expendable materials, equipment and technology refresh, and field trips are available at the [University Fees website](#). These templates

may be used by faculty to provide information to the initiator of the fee request for submission to the UAccess Student Class Fee Management process.

- The 1% Expenditure Based Administrative Service charge should be included on the budget.
- For an extraordinarily complex or lengthy itemized cost breakdown (20+ items), a spreadsheet could be attached to the UAccess request form instead of entering all the data on the *Itemized Cost* tab.
  - **If an active Program Fee or Differential Tuition already covers any of the listed items, the request will be denied. The initiator will have to review and re-submit.**
- Additional supporting documentation may also be attached to the UAccess request form. (Additional supporting documentation would include a job description for personnel to be paid from the class fee, expense statements to document costs or maps to document mileage.
- When the class fee is approved, it is approved for that specific course number only. If that course number is changed for any reason, a new approval must be requested. If the modified course is the same as the original course, and the purpose of the fee is the same purpose for which the fee was originally approved, this new approval may be accomplished with a detailed email to the Associate Vice Provost of Academic Administration with a copy to University Fees Manager.

## 4.0 Managing Class fees

### 4.1 Processing the Newly Approved Request

- a. An Item Type is required before a fee can be charged to the students at the beginning of the semester. Begin this process immediately upon notification of fee approval. If an FRS account for fees needs to be created, contact the unit's fund accountant. The process of creating an FRS account can take one month to complete. If the department already has an FRS account for fees, request an Item Type by completing the Bursar's Office Request Form at the web page linked below.
  - Set up a new account with the Financial Services Office through the web page at <http://www.fso.arizona.edu/>
    - Note that the accounts must be created before the item types can be requested
  - [Bursar Item Type Request](#): This item type will be associated with the charge for the class fees. The form is available on the Bursar's Office site.
    - The completed form will be electronically routed to the Bursar's Electronic Services Team. Email notification will be sent when the item type has been created. This process takes at least one week.
- b. Notify the business manager and the faculty responsible for the course that the fee has been approved and send that person a copy of the fee request so purchases will be consistent with the budget for the fee.

### 4.2 Department Responsibilities

It is the department's responsibility to:

- a. Ensure the fee is published in the Course Catalog, the Schedule of Classes and the Registrar's Class fee [listing](#) prior to registration for each semester the fee will be charged.
- b. Ensure the students who pay the fee are the same students who benefit from the fee and ensure the resources provided by the fee are secured for the exclusive use of the students who pay the fee.
- c. The revenue from the fee is being spent according to ABOR and University of Arizona policies and guidelines, and only on the approved purpose of the class fee request as shown on the itemized cost on the fee request.
- d. Ensure students are reimbursed in the event the items or resources for which the fee was collected is not available in a specific semester. For example, cancellation of a field trip or a piece of equipment to be rented is unavailable.

### **4.3 Year-End Rollover Balances**

At the end of the fiscal year, class fee accounts balance should be no more than 15% of the revenue received. A large year-end balance raises the question of whether the fee is higher than necessary. Periodic electronic notifications have been created to assist with monitoring the class fee accounts.

The Office of the Provost examines a UAccess Year-End Report of Revenue, Expenses, Transfers and Ending Balance for class fee accounts.

- a. There should be a minimal discrepancy between total annual revenue and total annual expense.
- b. Full explanations should be given on the transfer request form for any transfers to or from the class fee account.
- c. Encumbrances should be used for class fees accumulated to pay for large expenditure items.

### **4.4 Class fee Account Audits**

The Financial Services Office as well as the University of Arizona's Internal Audit Department conduct audits of class fees periodically. The Financial Services Office also reviews expenditures for class fees, which should fall within categories that are consistent with the approved purpose of the fee request.



## 5.0 Appendices

### Appendix A – UAccess Request Form Sample

Course ID: 012586

Status: In-Process

#### Course Offerings

|                           |   |  |
|---------------------------|---|--|
| Academic Career:          | UGRD  | Undergraduate  |
| Subject Area:             | ECOL  | Ecology & Evolutionary Biology   |
| Catalog Nbr:              | 485   |  |
| Academic Organization:    | 0420  | Ecology & Evolutionary Biology   |
| Course Typically Offered: |   |  |
| Description:              | Mammalogy                                       |  |
| Long Course Title:        | Mammalogy                                       |  |
| Long Description:         | Systematics, ecology, and evolution of mammals. |  |
| Minimum Units:            | 4   | Maximum units: 4   |
| Co-Convened               | Yes   | If Yes, Co-Convened with<br>Co-Convened Subject: Catalog Nbr: 585<br>ECOL<br>If Yes, does fee apply to both courses? |

#### Fee Details

|                                    |           |
|------------------------------------|-----------|
| Current Designated Fees Account No | 2499070   |
| Proposed Fee Type                  | FLAT      |
| Proposed Fee Amount                | 255       |
| Proposed Fee Type Other Details    | FLAT      |
| First Effective Term               | Fall 2020 |
| Purpose                            | TRIP      |

#### Course Attributes

| Course Attribute | Description          | Course Attribute Value | Description             |
|------------------|----------------------|------------------------|-------------------------|
| CE               | Course Equivalencies | CL                     | Cross Listed            |
| XLST             | Cross Listed Course  | PARENT                 | Home Course             |
| WE               | Writing Emphasis     | WEC                    | Writing Emphasis Course |

#### Requester Details

|  |                                  |
|--|----------------------------------|
| Name: Lauren Harrison                      | Email: lashley@email.arizona.edu |
| Date: 10/22/2019                           | Phone: 520/621-7509              |
| Department: Ecology & Evolutionary Biology |                                  |

#### Comments

[01:54PM Approve] ABOR Approval given 05/07/2020.

Date: 05/11/2020  
ID: SESTEAGA  
Martha Sesteaga



[06:04AM Approve] Approval given.

Date: 11/20/2019  
ID: RGOMEZ  
Rebecca Gomez

[10:24AM Approve] Approval given.

Date: 11/14/2019  
ID: HACKETTJ  
Jeremiah Hackett

[10:03AM Approve] Provisional approval to enter route process; pending course fee committee review and final ABOR Approval. Text on the rationale box needs to be updated, emailed Lauren, we also need the ABOR pdf Form. MS

Date: 11/14/2019  
ID: SESTEAGA  
Martha Sesteaga

[01:37PM Submit] Request submitted.

Date: 11/08/2019  
ID: LASHLEY  
Lauren Harrison

[11:30PM Saved]

Date: 10/22/2019  
ID: LASHLEY  
Lauren Harrison

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**Fee Details:**

Course ID: 012586

Status: In-Process

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**Fee Details**

|                                    |  |
|------------------------------------|--|
| Current Designated Fees Account No | 2499070  |
| Current Fee Type                   | Flat   |
| Current Fee Amount                 | 240  |
| Current Fee Type Other Details     | This course is pending a course fee review from ABOR and the fee is subject to change if approved. |
| Proposed Fee Type                  | FLAT   |
| Proposed Fee Amount                | 255  |
| Proposed Fee Type Other Details    | FLAT   |
| First Effective Term               | Fall 2020  |
| Purpose                            | TRIP   |

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**Give the rationale for the request. (Include information regarding the purpose and establishment of the fee and the history of increases.)**

ECOL 485/585 Mammalogy includes a mandatory weekend (2-night) field trip to the Southwestern Research Station (SRS) in Portal, AZ. The trip forms an essential component of the course, the goal being for students to observe live mammals in the field using a variety of techniques. The newly proposed fee should be sufficient to cover increases in the costs of consumables, lodging, vehicle rental, mileage, facilities usage, and equipment. Of the total course fee revenue, 3% will be used to purchase consumable items, 12% will cover the cost of equipment, and 85% will cover field trip expenses (including vehicle rental, mileage, and accommodation).

There is no overlap of materials between other fees the student might pay and this course fee. Additionally, course fees are subject to the Expenditure Based Administrative Service charge of 1% which is assessed on

all expenditures.

**Describe how the fee is in compliance with University of Arizona Policies and Arizona Board of Regents Guidelines.**

The fee will be used to cover the cost of items as listed on the itemized cost tab. These items comply with Board of Regents guidelines in that they will be used for: group travel costs (such as gas and mileage), off-campus facilities usage, expendable materials, and specialized equipment for use by enrolled students during off-campus field trip activities.

**Describe the method by which items purchased with the revenue from this fee will be secured for the exclusive use of the students paying the fee.**

All field equipment purchased for ECOL 485/585 will be placed in a locked room dedicated specifically to housing items used for the course; the Ecology and Evolutionary Biology department will provide storage space in Biological Sciences East for this purpose. Purchased items and equipment will be used solely by ECOL 485/585 students, and will not be loaned to another person, department, or course.

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**Majors Affected**

Indicate the major(s) for which this course is required. Add a row for each major.

WLECBSRNR Wildlife Ecology

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**Itemized Cost:**

Course ID: 012586

Status: In-Process

Proposed Fee Type

FLAT Proposed Fee Amount

255

Departments are responsible for spending fee revenue within ABOR and University of Arizona policies and guidelines and only on items that fall within categories that are consistent with the approved purpose of the special course fee request.

| Itemized Cost                       |          |                                   |    |
|-------------------------------------|----------|-----------------------------------|----|
| Total Cost per Semester:            | 8,932.35 |                                   |    |
| Total Cost per student per semester | 255.21   | Proposed Enrollment per Semester: | 35 |

| Consumable   |               |                                     |                   |                               |
|--|---------------|-------------------------------------|-------------------|-------------------------------|
| Item / Category                                    | Cost per Item | Quantity needed per semester        | Cost per semester | Cost per student per semester |
| Clorox   | 2.58          | 1.00                                | 2.58              | 0.07                          |
| Cotton Balls, 400 ct.                              | 3.68          | 2.00                                | 7.36              | 0.21                          |
| Duracell CopperTop AA 16 Count                     | 12.78         | 3.00                                | 38.34             | 1.10                          |
| Flagging tape                                      | 3.63          | 10.00                               | 36.30             | 1.04                          |
| Friskies Pate Wet Cat Food, Poultry Platter        | 0.54          | 4.00                                | 2.16              | 0.06                          |
| Masking tape                                       | 1.66          | 10.00                               | 16.60             | 0.47                          |
| Oatmeal  | 3.88          | 4.00                                | 15.52             | 0.44                          |
| Peanut butter                                      | 5.44          | 1.00                                | 5.44              | 0.16                          |
| Purell Hand Sanitizer, 12 oz. gel                  | 10.59         | 1.00                                | 10.59             | 0.30                          |
| Safeskin Purple Nitrile Powder-Free Exam Gloves, L | 9.50          | 2.00                                | 19.00             | 0.54                          |
| Safeskin Purple Nitrile Powder-Free Exam Gloves, M | 9.50          | 2.00                                | 19.00             | 0.54                          |
| Safeskin Purple Nitrile Powder-Free Exam Gloves, S | 9.50          | 2.00                                | 19.00             | 0.54                          |
| Sharpie markes (5 pack)                            | 4.47          | 2.00                                | 8.94              | 0.26                          |
| Surgical masks (50 count)                          | 8.99          | 2.00                                | 17.98             | 0.51                          |
| Ziploc Slider Freezer Bags, Gallon, 66 Ct          | 7.18          | 6.00                                | 43.08             | 1.23                          |
| Ziploc bags (90 count)                             | 3.18          | 1.00                                | 3.18              | 0.09                          |
| Consumable Summary                                 |               |                                     |                   |                               |
| Total Cost per semester                            | 265.07        | Total cost per student per semester | 7.57              |                               |

| Equipment / Technology                             |               |                              |                 |                                     |                   |                               |
|--|---------------|------------------------------|-----------------|-------------------------------------|-------------------|-------------------------------|
| Item / Category                                    | Cost per Item | Quantity needed per semester | Total Item Cost | Equipment and/or Technology Refresh | Cost per semester | Cost per student per semester |
| 550 Paracord                                       | 3.94          | 2.00                         | 7.88            | 5.00                                | 1.58              | 0.04                          |
| Bat bags   | 7.75          | 12.00                        | 93.00           | 5.00                                | 18.60             | 0.53                          |
| Bushnell? Trophy Trail Camera                      | 127.99        | 2.00                         | 255.98          | 5.00                                | 51.20             | 1.46                          |
| Hand held re-chargeable Spotlight                  | 35.95         | 5.00                         | 179.75          | 3.00                                | 59.92             | 1.71                          |
| Mist-net poles                                     | 263.00        | 2.00                         | 526.00          | 10.00                               | 52.60             | 1.50                          |
| Mist-net-4 m                                       | 78.00         | 2.00                         | 156.00          | 5.00                                | 31.20             | 0.89                          |
| Mist-net-6 m                                       | 90.00         | 2.00                         | 180.00          | 5.00                                | 36.00             | 1.03                          |
| Mist-net-9 m                                       | 113.00        | 2.00                         | 226.00          | 5.00                                | 45.20             | 1.29                          |
| Pesola scale-100 g                                 | 49.95         | 10.00                        | 499.50          | 10.00                               | 49.95             | 1.43                          |
| Pesola scale-500 g                                 | 58.95         | 1.00                         | 58.95           | 20.00                               | 2.95              | 0.08                          |
| Revlon 74103 Cuticle Scissors, 1.0 CT              | 6.48          | 1.00                         | 6.48            | 3.00                                | 2.16              | 0.06                          |
| SE 10.5" Galvanized Non-Rust Tent Peg Stakes w/ gr | 14.46         | 1.00                         | 14.46           | 5.00                                | 2.89              | 0.08                          |
| SanDisk 8GB Class 4 SD Card                        | 19.99         | 2.00                         | 39.98           | 5.00                                | 8.00              | 0.23                          |
| Sherman LFATDG Folding Trap 3 x 3.5 x 9"           | 28.35         | 240.00                       | 6,804.00        | 10.00                               | 680.40            | 19.44                         |
| Sunbeam Heating Pad                                | 14.52         | 1.00                         | 14.52           | 10.00                               | 1.45              | 0.04                          |
| Westcott See Through Acrylic Ruler, 12", Clear     | 1.48          | 10.00                        | 14.80           | 3.00                                | 4.93              | 0.14                          |

| Equipment / Technology Summary |          |                                     |       |
|--------------------------------|----------|-------------------------------------|-------|
| Total Cost per semester        | 1,049.02 | Total cost per student per semester | 29.97 |

| Field Trips                   |               |                                     |             |                   |                               |
|-------------------------------|---------------|-------------------------------------|-------------|-------------------|-------------------------------|
| Item / Category               | Cost per Item | Quantity needed per Semester        | No. of days | Cost per semester | Cost per student per semester |
| Chevy Passenger Van           | 69.11         | 4.00                                | 3.00        | 829.32            | 23.69                         |
| Chevy Pickup 4x4              | 59.69         | 2.00                                | 3.00        | 358.14            | 10.23                         |
| Instructor Accommodation SRS  | 74.00         | 2.00                                | 2.00        | 296.00            | 8.46                          |
| Mileage (Chevy Passenger Van) | 0.17          | 2,851.20                            | 1.00        | 484.70            | 13.85                         |
| Mileage (Chevy Pickup 4x4)    | 0.16          | 1,425.60                            | 1.00        | 228.10            | 6.52                          |
| Student Accommodation SRS     | 69.00         | 35.00                               | 2.00        | 4,830.00          | 138.00                        |
| TA Accommodation SRS          | 74.00         | 4.00                                | 2.00        | 592.00            | 16.91                         |
| Field Trip Summary            |               |                                     |             |                   |                               |
| Total Cost per semester       | 7,618.26      | Total cost per student per semester |             |                   | 217.66                        |

| Mileage Breakdown for Field Trips                   |                     |                        |                       |               |
|---|---------------------|------------------------|-----------------------|---------------|
| Destination   | Exact Miles One Way | Mileage per Round Trip | Number of Round Trips | Total Mileage |
| UA to Southwestern Research Station (Chevy 4x4)     | 179.00              | 358.00                 | 2                     | 716.00        |
| SRS to Spot Light Site 1 (Passenger Van)            | 13.70               | 27.40                  | 16                    | 438.40        |
| SRS to Spot Light Site 2 (Passenger Van)            | 11.60               | 23.20                  | 16                    | 371.20        |
| UA to Southwestern Research Station (Passenger Van) | 179.00              | 358.00                 | 4                     | 1,432.00      |
| SRS to Trap Site (Chevy 4x4)                        | 11.60               | 23.20                  | 12                    | 278.40        |
| SRS to Spot Light Site 1 (Chevy 4x4)                | 13.70               | 27.40                  | 8                     | 219.20        |
| SRS to Spot Light Site 2 (Chevy 4x4)                | 11.60               | 23.20                  | 8                     | 185.60        |
| SRS to Trap Site (Passenger Van)                    | 11.60               | 23.20                  | 24                    | 556.80        |
| SRS to Bat-net Site (Chevy 4x4)                     | 3.30                | 6.60                   | 4                     | 26.40         |
| SRS to Bat-net Site (Passenger Van)                 | 3.30                | 6.60                   | 8                     | 52.80         |

## Appendix B – Consumable Materials & Personnel Cost Breakdown Sample

Course Catalog Number: ABC 123

Fee Requested \$12

Total Cost per Student 12.78

### Consumables

| A  | B                             | C  | D                     | E                          | F   |
|--|-------------------------------|--|-----------------------|----------------------------|---|
| Item<br>(Please list each item separately) | Cost per Item<br>per Semester | Total Quantity<br>Needed per<br>Semester | B X C =<br>Total Cost | Enrollment<br>per Semester | D ÷ E =<br>Total Cost per Student<br>per Semester |
| Paint Brushes                              | 4                             | 6  | 24                    | 12                         | 2.00  |
| Paint                                      | 8                             | 1  | 8                     | 12                         | 0.67  |
| Hand Soap                                  | 5                             | 3  | 15                    | 12                         | 1.25  |
| Paint Thinner                              | 4                             | 1  | 4                     | 12                         | 0.33  |
|  |                               |  |                       |                            |   |
| <b>Total Cost per Student</b>              |                               |  |                       |                            | 4.25  |

### Other

| A  | B                             | C  | D                     | E                          | F   |
|--|-------------------------------|--|-----------------------|----------------------------|---|
| Item<br>(Please list each item separately) | Cost per Item<br>per Semester | Total Quantity<br>Needed per<br>Semester | B X C =<br>Total Cost | Enrollment<br>per Semester | D ÷ E =<br>Total Cost per Student<br>per Semester |
| Models (\$15/hr. + \$2.06/ERE)             | 17.06                         | 6  | 102.36                | 12                         | 8.53  |
|  |                               |  |                       |                            |   |
| <b>Total Cost per Student</b>              |                               |  |                       |                            | 8.53  |

## Appendix C – Equipment Refresh Cost Breakdown Sample

| A                              | B             | C                                  | D                       | E            | E                                      | F                       | G                             |
|--------------------------------|---------------|------------------------------------|-------------------------|--------------|--|-------------------------|-------------------------------|
| Item                           | Cost per Item | Total Quantity Needed per Semester | Total Cost per Semester | Refresh Rate | Divide Total Cost by Tech Refresh Rate | Enrollment per Semester | Cost per Student per Semester |
| Cleanroom attire               | 20            | 10                                 | 200                     | 1            | 200                                    | 15                      | 13                            |
| acids                          | 6             | 3                                  | 18                      | 1            | 18                                     | 15                      | 1                             |
| bases                          | 6             | 3                                  | 18                      | 1            | 18                                     | 15                      | 1                             |
| solvents                       | 6             | 3                                  | 18                      | 1            | 18                                     | 15                      | 1                             |
| Oxidation Furnace              | 2200          | 1                                  | 2200                    | 10           | 220                                    | 15                      | 15                            |
| Resist Spinner & Exposure Tool | 500           | 1                                  | 500                     | 5            | 100                                    | 15                      | 7                             |
| Reactive Ion Etch Tool         | 450           | 1                                  | 450                     | 2            | 225                                    | 15                      | 15                            |
| Wet Bench                      | 950           | 1                                  | 950                     | 10           | 95                                     | 15                      | 6                             |
| CVD Tool                       | 54            | 1                                  | 54                      | 2            | 27                                     | 15                      | 2                             |
| Thickness Measurement Tool     | 98            | 1                                  | 98                      | 2            | 49                                     | 15                      | 3                             |
| Optical Microscope             | 1000          | 1                                  | 1000                    | 2            | 500                                    | 15                      | 33                            |
| <b>Total Cost Per Student</b>  |               |                                    |                         |              |  |                         | <b>98</b>                     |

**Total Fee Requested per Student:** \_\_\_\_\_ **98** (Total Cost per Student should be equal to or greater than Total Fee Requested.)



## Appendix D – Field Trip Cost Breakdown Sample

| A                             | B             | C                            |        | D          | F                       | G                             |
|-------------------------------|---------------|------------------------------|--------|------------|-------------------------|-------------------------------|
| Item                          | Cost per Item | Quantity Needed per Semester | # Days | Total Cost | Enrollment per Semester | Cost per Student per Semester |
| Passenger Van*                | 62.83         | 2                            | 6      | 753.96     | 18                      | 41.89                         |
| Mileage*                      | 0.31          | 3,909                        | 1      | 1,211.89   | 18                      | 67.33                         |
| Lodging                       | 100           | 4                            | 5      | 2,000.00   | 18                      | 111.11                        |
| Topographical Map             | 52            | 1                            | 1      | 52.00      | 18                      | 2.89                          |
| Color Pencils                 | 3.59          | 1                            | 1      | 3.59       | 18                      | 0.20                          |
| Field Book                    | 17.99         | 1                            | 1      | 17.99      | 18                      | 1.00                          |
| Vellum Paper                  | 13.59         | 1                            | 1      | 13.59      | 18                      | 0.76                          |
| <b>Total Cost Per Student</b> |               |                              |        |            |                         | <b>225.17</b>                 |

|                              |        | Mileage per Round Trip | # Round Trips | Total        |
|------------------------------|--------|------------------------|---------------|--------------|
| <b>Mileage:</b>              |        |                        |               |              |
| Tucson to Santa Barbara      | 583.64 | 1167.28                | 1             | 1,167        |
| Santa Barbara to Mammoth Lks | 363.81 | 727.62                 | 2             | 1,455        |
| Santa Barbara to Bishop      | 321.7  | 643.4                  | 2             | 1,287        |
| <b>Total Mileage</b>         |        |                        |               | <b>3,909</b> |

Manually enter this number as shown above.

**Total Fee Requested**

**225**

\*For current rates, go to the UA Motorpool web site linked below, select “Rent a Vehicle” and login.

<https://www.fm.arizona.edu/#/department/7>

# Appendix E – Shared Lab Cost Breakdown Sample

Computer Lab Technology Refresh Template for Multiple Courses Sharing One Lab

INFO / ISTA

Please list each separate item of hardware & software for each course fee request.

Computer Lab Room # HARVILL 401, Maker's Lab

| A   | B             | C                                  | D                       | E                           | E                                      | F                       | G                             |
|---|---------------|------------------------------------|-------------------------|-----------------------------|--|-------------------------|-------------------------------|
| Item  | Cost per Item | Total Quantity Needed per Semester | Total Cost per Semester | Refresh Rate (per semester) | Divide Total Cost by Tech Refresh Rate | Enrollment per Semester | Cost per Student per Semester |
| Computers/Monitors  | 1567.9        | 24                                 | 37629.6                 | 12                          | 3136                                   | 241                     | 13                            |
| Computer Locking Kit                                      | 769.11        | 30                                 | 23073.3                 | 20                          | 1154                                   | 241                     | 5                             |
| 3D Printer  | 400           | 4                                  | 1600                    | 4                           | 400                                    | 241                     | 2                             |
| Gaming Hardware (e.g., xbox)                              | 350           | 12                                 | 4200                    | 6                           | 700                                    | 241                     | 3                             |
| Games (Misc. per system)                                  | 24            | 45                                 | 1080                    | 4                           | 270                                    | 241                     | 1                             |
| Kinesthetic Equipment (e.g., game controllers)            | 20            | 33                                 | 660                     | 4                           | 165                                    | 241                     | 1                             |
| 3D Projection   | 1500          | 1                                  | 1500                    | 8                           | 188                                    | 241                     | 1                             |
| Oculus Rift   | 599           | 2                                  | 1198                    | 8                           | 150                                    | 241                     | 1                             |
| Allenware Software  | 6000          | 1                                  | 6000                    | 8                           | 750                                    | 241                     | 3                             |
| 3D Glasses  | 140           | 2                                  | 280                     | 8                           | 35                                     | 241                     | 0                             |
| Microprocessors (e.g., Arduino, Raspberry Pi)             | 10            | 57                                 | 570                     | 1                           | 570                                    | 241                     | 2                             |
| Material (e.g., MDF, 3D Printer Filament)                 | 24            | 57                                 | 1368                    | 1                           | 1368                                   | 241                     | 6                             |
| Hardware (e.g., nuts, bolts, screws, etc.)                | 30            | 24                                 | 720                     | 1                           | 720                                    | 241                     | 3                             |
| Electrical Tools (e.g., Oscilloscope, digital Multimeter) | 91            | 12                                 | 1092                    | 1                           | 1092                                   | 241                     | 5                             |
| 3D Printer Filament                                       | 34            | 6                                  | 204                     | 1                           | 204                                    | 241                     | 1                             |
| Motion Sensing Devices (e.g., Kinect)                     | 100           | 12                                 | 1200                    | 6                           | 200                                    | 241                     | 1                             |
| Soldering Irons   | 20            | 12                                 | 240                     | 6                           | 40                                     | 241                     | 0                             |
| Voltmeters  | 20            | 12                                 | 240                     | 6                           | 40                                     | 241                     | 0                             |
| Tools (e.g., hand tools, hammers, vices, Dremel, etc.)    | 3820          | 12                                 | 45840                   | 6                           | 7640                                   | 241                     | 32                            |
| Laser Cutter  | 22115         | 2                                  | 44230                   | 14                          | 3159                                   | 241                     | 13                            |
| Maintenance/Warranty (e.g., replacement lasers, filters)  | 2310          | 2                                  | 4620                    | 6                           | 770                                    | 241                     | 3                             |
| Bandsaw (14 inch Rikon Deluxe)                            | 1500          | 1                                  | 1500                    | 8                           | 188                                    | 241                     | 1                             |
| Drillpress (10 inch Craftsman Bench Drill Press)          | 1500          | 1                                  | 1500                    | 8                           | 188                                    | 241                     | 1                             |
| Maintenance/Warranty (e.g., drill bits, sawblades)        | 100           | 2                                  | 200                     | 1                           | 200                                    | 241                     | 1                             |
| <b>Total Cost Per Student</b>                             |               |                                    |                         |                             | <b>23325</b>                           |                         | <b>97</b>                     |

Total Fee Requested per Student: 97 (Total Cost per Student should be equal to or greater than Total Fee Requested.)

| Courses Held in Rm 401             | # Sections per Semester | Estimated Enrollment per Section | Total Enrollment per Semester |
|------------------------------------|-------------------------|----------------------------------|-------------------------------|
| BME 230                            | 2                       | 25                               | 50                            |
| ISTA 251                           | 2                       | 34                               | 68                            |
| ISTA 303                           | 1                       | 24                               | 24                            |
| ISTA 401/INFO 501                  | 1                       | 19                               | 19                            |
| ISTA 403                           | 2                       | 25                               | 50                            |
| ISTA 451/INFO 551                  | 1                       | 30                               | 30                            |
| <b>Total Students Using Rm 401</b> |                         |                                  | <b>241</b>                    |

6/21/2017

# Appendix F – CF Process Diagram [\(click to enlarge\)](#)

