

2021 Program Fee & Differential Tuition Orientation

Wednesday, September 29, 2 pm-3 pm, Zoom

Welcome by Vice Provost Gregory Heileman

Announcements by Martha Sesteaga

- Website – <https://academicadmin.arizona.edu/>
 - Changes for next year
- Sunset Review Plan

PFDT Dashboard and YE Reporting by Martha Sesteaga

- **PFDT Dashboard**

UAccess Analytics> Dashboard> Student> Course and Fee Management> Program Fees and Differential Tuition

- Please use this dashboard for the management of Program Fees & Differential Tuition (PFDT) and Financial Aid Set-aside (FAS) accounts. If any concerns arise or have any suggestions, please let us know so that we can continue to improve this tool.
- Suggestions from prior year:
 1. Summer PFDT and Off-cycle programs to be included.
 2. Communication for balances in good standing.

Always start at the PFDT overview tab and then move towards the Year-End Reporting tab.

- **PFDT Reporting**

- The dashboard will continue to automate the reporting process for FY21, and the form will only be required from PFDT **budget shell codes** with high balances and high deficits. Threshold 85%+ or deficit -10%+.
- Reporting data is for all activities **posted** in FY21, which may include revenue from summer 2020, fall 2020, spring 2021, and part of summer 2021. Summer 2021 PFDT revenue disburses into the accounts in real-time, so throughout the

summer. However, the movement of Support Center Expense Recovery (SCR) and Financial Set-Aside (FAS) will not occur until the end of September/early October. Given this year we are requesting this form to be due in November, we might capture this moment of funds.

- The form data fields pre-populates with the dashboard information. Please verify the information and attach any supplemental UAccess reports used to correct the amounts (if corrected).
- Student Support populates \$0 as there is no object code associated with this expense line. If student support was provided with the PFDT funds, you must enter this amount manually and change the total to reflect the true sum including student support.
- If you have any UA Online programs for FY 2021, they are not part of this reporting process.
- Attach a separate page for the justification for high balances or deficits.
- The narrative box under page 2 should be regarding the ways in which you USED the PFDT revenue to support the purpose of the fee and to the benefit of the students that pay the fee. This is a compliance box.
- Print the pre-populated form, and finish completing it. All signatures are required upon submission.

DEADLINE NOVEMBER 1, 2021.

Financial Aid Considerations

Determining Need (NEED = COA - EFC)

UAccess Analytics > Dashboards > Student > Student Fin Aid & Fin Details

- COA - Cost of attendance includes tuition and fees, room and board, books, and miscellaneous expenses, and is an estimated value.
- EFC – Expected family contribution is calculated by a federal formula.

Student Awards

UAccess Analytics > Dashboards > Student > Student Awards or PFDT Dashboard

- By using the PFDT Dashboard, you can search by budget shellcode. This search criteria are not available on the Student Awards dashboard.
- Loan reduction should be viewed as a positive outcome when awarding scholarships and grants.

- Notify students of set-aside awards.

Budgeting PFDT – Adriana Prado

- FY22-25 PFDT Budgets will be entered into Axiom in January 2022.
- Use RBC Temp Budget Revision to update Revenue, Aid, Assessments, Operational Budget during the year.
- FY 22 Assessment rates for Support Center Expense Recovery (SCR) is 12.78% and Provost Investment Fund (PIF) is 3.33%.

Things to remember – Martha Sesteaga

- Transfer in and out of PFDT account(s) from/or to non-PFDT accounts are **NOT ALLOWED**. It is allowable for the department to transfer funds from their PFDT account (2559xx) to the aid account (279xxx) in the rare instance that the aid account has been overspent. The Financial Services Office (FSO) and the Office of Budget and Planning review the transactions and they will contact the department and/or our office for verification.
- Encumbrances for future purchases are recommended to avoid high fund balances at year-end.
- Student Awards on PFDT accounts are allowed if the current approval includes student support. If not, stipends might need to be awarded on your FAS account associated to the PFDT and follow the process/rules presented by Helen Horetski.
- Although the State audit is closed. The objective continues to be true with our practices; fee revenue should be expended for approved purposes and in the same year it was received. Please continue to be diligent with compliance, and when in doubt please visit the University Fees website or contact the University Fees Program Manager. The use of these student funds should be separately accounted for, spent in accordance with the approved uses, and balances near zero at YE.

Questions & Answers - All

Contact Information

Martha Sesteaga, MPA | Program Manager, University Fees
P: (520) 621-3046 | E: sesteaga@email.arizona.edu |

Helen Horetski, MBA | Director of Finance and Operations, OSFA
P: (520) 621-3543 | E: helenh@email.arizona.edu |

Adriana Prado | Senior Analyst, Budget and Financial, OBP
P: (520) 621-9538 | E: adri82@email.arizona.edu |