

## Name of BPG – UAccess PFDT Request Procedure Academic Administration

Type:	UA University Fees
Business Process Name:	UAccess PFDT Request Procedure
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	09/22/2021; UD 10/2023
ABOR Policy:	4-101 & 4-104
Purpose:	This document is intended to guide the user through submitting a proposal on the new PFDT workflow in UAccess Student Financials.

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	/1001 CV14(10115	
	PFDT	Program Fee and Differential Tuition
	ABOR	Arizona Board of Regents
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Before starting this process, you must have completed the student consultation and the UA Peer ComparisonChart for this request, as you will need to submit this information and supporting documentation in the online form.

Procedure:

- 1. Navigate to UAccess Student Administrative Staff
- access.arizona.edu > UAccess Student > Administrative Staff
  - a. Log in with your net ID.
  - b. Once at the landing page, navigate to the UA Prgm Fee and Diff Tuit Req page.
    - If you do not have access yet, you cannot see this page. To request access, follow the *PFDT Requester Access Procedure* on our website.
- 2. Navigate to UA Prgm Fee and Diff Tuit Req page (open navigator)

Student Financials > Tuition and Fees > UA University Fees > UA Prgm Fee and Diff Tuit Req

- a. 2019-2020 was the first year we used the online workflow. If a prior proposal was approved after this year, the "find an existing value" tab might produce any results. Click on the "Add a New Value" tab.
- b. Click on Add. This will open the online form. See Appendix A to view the full online application per tab.

UA PgmFee/DiffTuit Request	UA PgmFee/DiffTuit Request
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	Find an Existing Value Add a New Value
Search Criteria	
Request Number:   begins with     Approval Status:   =	Request Number: NEW
College: begins with  Academic Career: =	
Career Level: = v	Add
Search Clear Basic Search 🖾 Save Search Criteria	
	Find an Existing Value   Add a New Value
Find an Existing Value   Add a New Value	
i. Fee Details tab:	
<ol> <li>All fields marked with an asterisk* are required</li> </ol>	1.
IMPORTANT: If this is a Graduate degree program, you must use GDEG i	in the PROGRAM box and select the PLAN.
*College SBSC College of Social &	Behav Sci
Department(s)	
*DeptID: 3008 C Sch of Geography &	& Development *P
*Program Fee Type:   Program Fee C	Differential Tuition
Program/Plan(s)	
	F
*Program: GDEG Q Graduate	e Degree Seeking
*Plan: GISTMS Q Geograp	phic Info Sys Tech
ii. Narrative tab:	
1. All boxes must be completed (Purpose, Justifica	ation, and Student Consultation).
2. Aside from answering the Student Consultation	
of the student consultation (sign-in sheet, copy etc.). It is not required to attach this, but it help	
3. For the <b>Market Pricing</b> box, it is required to att	
4. Lastly, attach the ABOR form associated with y	our request: NEW or CHANGE to the existing
fee. See Appendix C for a list of the forms, and	
you do not attach this form at the time of subn submission of thisform through email.	nission, the fees manager will contact you for
-	keeping, and the ABOR PDF is for actual ABOR
submission.	
Note: Both forms ask for the same information. The difference is that th	e PDF table calculation is for ANNUAL
revenue/expenditure, and the online application accountability tab calcu	
to copy/paste relatable information from one form to another and comp	plete both simultaneously.
iii. Accountability tab:	
1. The answers from prior tabs will pre-populate t	this tab.
2. Answer all the boxes until the "Total Revenue r	minus Total Cost" line = \$0. You cannot submit
this form until revenue and expense balances.	

- 3. Explain other expenses if you answer anything other than \$0.
- c. If you do not have the requester role, you will get an error message:

Message
You are not a Program Fee/Differential Tuition requester. Please request the UA_SA_SF PFDT Requester role be added to your user.
The PeopleCode program executed an Error statement, which has produced this message.
OK

- To request access, follow the PFDT Requester Access Procedure on our website.
- d. Once the form is submitted, the Office of the Provost will review the request and contact you if further information is needed. The final proposal will be submitted for ABOR review in February/March. The board meets in April for Tuition & Fees Setting. The fee decision will be notified to the requester aroundMay. For a diagram of the process, see Appendix D.

Details Narrative Accountability Related	
uest Details	
uest Number NEW	Approval Status Not Submitted
his request is an amendment to an existing fee?	○ Yes ⑧ No
s this a Curricular Affairs Approved Dual Degree?	○ Yes ⑧ No
If yes, with what Department?	
epartment(s)	Find First ④ 1 of 1 ④ Last
DeptiD:	*Percent Owned
rogram Fee Type:  Program Fee Differ rogram/Plan(s)	ential Tuition
oBrauer and al	Find First ④ 1 of 1 ④ Last
Program:	
*Plan:	
If the Program/Plan is not listed above, it's possible that pproval and before Curricular Affairs adds the program. formation.	
Please enter additional Program/Plan information	on
	//
e Proposed fee will be charged: Per Unit ®	vel: 🔹 🔍
he Proposed fee will be charged: Per Unit ® he expected number of units to complete the progra he amount charged per unit will be: Proposed Fee Amount: 0.00 *This amount i	Per Term
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The Proposed fee will be charged: Per Unit (*) the expected number of units to complete the programe and amount charged per unit will be: roposed Fee Amount: 0.00 *This amount if fee(s). ther Applicable Fees in College/School umber of programs with fee within the same college ercent of programs with a fee within the same college umber of classes within the college with a fee: ercent of classes with a fee: ercent of classes within the college with a fee: ercent of classes within th	Per Term
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he Proposed fee will be charged: Per Unit he expected number of units to complete the progra he amount charged per unit will be: Proposed Fee Amount: 0.00 *This amount i fee(s). Other Applicable Fees in College/School lumber of programs with fee within the same college Percent of programs with a fee within the same college lumber of classes within the college with a fee: Percent of classes within the	Per Term
he Proposed fee will be charged: Per Unit he expected number of units to complete the progra he amount charged per unit will be: Proposed Fee Amount: 0.00 *This amount i fee(s). Other Applicable Fees in College/School lumber of programs with fee within the same college Percent of programs with a fee within the same college lumber of classes within the college with a fee: Percent of classes within the	Per Term

he anticipated	uition, including the a	g the purpose of the t iition will provide stud	Related	Accountability	Narrative	Purpose (Pexpenditure
		what the proposal is i ue.) I and outcomes of stu	nental rever	ed by the incren	vill be covere	the costs w
/i				attach your UA zona.edu/universit		
		View File			ts hed File	
	Add File					1
		ntial-tuition		-	lemicaffairs.ari	https://acad Attachmen Attac

Accountability		
Fee Details Narrative Accountability Related		
Accountability Table		
Proposed Fee Amount per Student (per Unit or per Term):		\$0.00
Total number number of units/terms to complete program:		0
Anticipated Number of Students Paying the Fee Annually:		0
Total Anticipated Revenue:		\$0.00
Proposed Institutional Costs		
Financial Aid Set Aside Amount @ 14.00 %		\$0.00
Administrative Charge @ 15.88 %		\$0.00
Anticipated Annual Net Amount Available for Proposed Annual Expenditures:		\$0.00
Proposed Annual Expenditures		
Institutional and Advising Personnel (with ERE):		\$0.00
Support Staff Expenses (with ERE):		\$0.00
Operating Expenses:	\$0.00	
Student Services:	\$0.00	
Other Expenses *Please explain what is included in the Other Expenses text box below	\$0.00	
Total ABOR Operating Expenses:		\$0.00
Total Program Costs:		\$0.00
Total Revenue minus Total Cost:		\$0.00
Explaination of Other Expenses		
	.::	
Fee Details   Narrative   Accountability   Related		

## Appendix B – Tools

**UA Peer Comparison Chart** 

# THE UNIVERSITY

## 2021-2022 Tuition & Mandatory Fees with ABOR Peers

UNDERGRADUATE	Resident	Non-Resident
University of Florida	\$6,381	\$28,658
University of North Carolina-Chapel Hill	\$9,036	\$36,899
University of Iowa	\$9,942	\$31,905
University of Wisconsin-Madison	\$10,720	\$38,608
University of Maryland-College Park	\$10,955	\$38,638
University of Texas at Austin	\$11,737	\$41,055
Texas A&M University	\$12,188	\$39,171
University of Arizona	\$12,713	\$37,235
University of California-Los Angeles	\$13,258	\$43,012
University of California-Davis	\$14,645	\$44,399
Michigan State University	\$14,850	\$40,662
University of Minnesota-Twin Cities	\$15,254	\$33,817
University of Illinois at Urbana-Champaign	\$16,866	\$34,316
Pennsylvania State University	\$18,898	\$36,476

GRADUATE	Resident	Non-Resident
Texas A&M University	\$10,361	\$23,070
University of Texas at Austin	\$12,028	\$22,886
University of Iowa	\$12,065	\$31,012
University of Wisconsin-Madison	\$12,174	\$25,501
University of North Carolina-Chapel Hill	\$12,582	\$30,874
University of Florida	\$12,737	\$30,130
University of California-Los Angeles	\$13,036	\$28,138
University of Arizona	\$13,460	\$33,644
University of California-Davis	\$13,608	\$28,710
University of Illinois at Urbana-Champaign	\$18,196	\$33,484
University of Minnesota-Twin Cities	\$19,494	\$29,262
Michigan State University	\$19,714	\$38,638
University of Maryland-College Park	\$20,067	\$42,579
Pennsylvania State University	\$23,612	\$39,778

Source: Association of American Universities Data Exchange (AAUDE), Annual Academic Year Tuition & Required Fees survey

Note: Figures reflect tuition and mandatory fees for full-time students. Includes figures for ABOR peer institutions that have participated in the AAUDE Annual Academic Year Tuition & Required Fees survey as of 9/22/2021 (data not yet available for The Ohio State University or the University of Washington).

## Appendix C – ABOR PDF Forms

#### ABOR Form for NEW Differential Tuition

Graduate //seme: v Proposed Fee /seme: v Proposed Fee	Effective Date (this field yo		✓ 2019 ast by typing it in box)	
/seme: Proposed Fee /seme:	Undergraduate Effective Date (this field ye	Both of Change: Fall	× 2019	
/seme: Proposed Fee /seme:	Effective Date (this field yo	of Change: Fall	× 2019	
Proposed Fee	Effective Date (this field yo			
/seme: •		nu may enter other option ju	ist by typing it in box)	
	Fffective Date			
Proposed Fee		of Change: Fall	× 2019	
	(this field yo	ou may enter other option ju	ist by typing it in box)	
s in College/School	Resider	nt: Non-Res	ident:	
th a fee within the same c	0.07			
	illege: 070	0.20		
n the college with a fee:				
1 the college with a fee:	0%	0%		
wide a brief statement on	what the proposal is	intended to pay for a	ad how much of the co	nete will be
	mat the proposant	, internacia co pay ioi ai		1969 Will DC
(Please describe the meth	iod and outcomes of	student consultation)		
	n the college with a fee: n the college with a fee: a brief statement detailin tuition will provide studer	n the college with a fee: 0% a brief statement detailing the purpose of the tuition will provide students.)	In the college with a fee: 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%	n a ne within the same conege:

#### MARKET PRICING

Institution	Degrees		Annual Price		
Institution	Degree	Resident	Nonresident	Online	

#### BUDGET

Financial Aid Set Aside (FSA) Amount: 0.0%

Pro	posed Annual Revenue		
	Differential Tuition	\$	
	Number of Students	#	
Γ	Total Revenue	=	\$ 0.00
Pro	posed Annual Expenditures		
	Financial Aid Set Aside	\$	\$ 0.00
	Administrative Service Charge	\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	Total Program Costs	•	\$ 0.00

### ABOR Form for CHANGE to Existing Differential Tuition

	S DIFFERE	NTIAL TUITIC	ON - CHANGE	TO EXISTING	Rev 12-18-19	
University: Cho	oose one	✓ Collep	ge/School:			
Department:		Prog	ram:			
🖲 Both	Graduate	🔵 Undergra	iduate Upper	Division 🗸	Choose One Op	tion
Resident:	/seme: 🗸		/seme: 🗸	Effective Date	Fall V	2019
Non Decident	Current Rate	Propo	osed Rate	(this field you may	enter other option jus	t by typing it in box)
Non-Resident	: /seme: v		/seme: v	Effective Date	Fall V	2019
	Current Rate	Propo	osed Rate		enter other option jus	t by typing it in box)
Differential Tu	ition History:			Most Recent Dat	te & Change to fee	(Date/Amount)
Resident: Date Tuition Es	tablished Fall v 2019	and original am	ount	Spr 🗸	2019	
				Most Recent Da	te & Change to fe	e (Date/Amount)
Non-Resident Date Tuition Es	t: stablished Spri v 2019	and original am	ount	Spri 🗸	2019	
Other Applica	ble Fees in College/Sch	lool	Resident:	Non-Resid	lent:	
Number of pro	grams with a fee within the	same college:			_	
Percent of prog	grams with a fee within the	same college:	0%	0%		
Number of clas	ses within the college with	a fee:			_	
Percent of class	ses within the college with	a fee:	0%	0%		
	e provide a brief statement refits the tuition will provid		pose of the tuition	n, including the an	ticipated expendit	ures of tuition
	Please provide a brief stater	ment on what the	proposal is inten	led to pay for and	how much of the	costs will be
covered by the in	ncremental revenue)					
Student Cons	ultation (Please describe t	he method and o	utcomes of stude	nt consultation)		

Institution	Degree			Annual Price	
	0		Resident	Nonresident	Online
			-		
BUDGET					
Financial Aid Set Aside (FSA Proposed Annual Reven					
		s			
Proposed Annual Reven		\$ #			
Proposed Annual Reven Differential Tuition			\$ 0.00		
Proposed Annual Reven Differential Tuition Number of Students	ue	#	\$ 0.00		
Proposed Annual Reven Differential Tuition Number of Students Total Revenue	ue ditures	#	\$ 0.00		
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen	ditures	#			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$ \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$ \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$ \$ \$ \$ \$ \$ \$ \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			
Proposed Annual Reven Differential Tuition Number of Students Total Revenue Proposed Annual Expen Financial Aid Set Asid	ditures	# = \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			

MARKET PRICING

#### ABOR Form for NEW Program Fee

	ROGRAM FEE REQUEST - NEW
University: Choose one	College/School:
Department:	Program:
OBoth OGraduate	●Undergraduate Upper Division ∨ Choose One Option
Resident:	/seme:  Proposed Fee (this field you may enter other option just by typing it in
Non-Resident:	/seme:  //seme:  //se
Other Applicable Fees in School/Pro Applicable Differential Tuition:	am Resident: Non-Resident:
Number of classes within the program wit Percent of classes within the program with	001
Purpose (Please provide a brief statement revenue and benefits the tuition will provide	letailing the purpose of the tuition, including the anticipated expenditures of tuition students.)

Justification (Please provide a brief statement on what the proposal is intended to pay for and how much of the costs will be covered by the incremental revenue)

Student Consultation (Please describe the method and outcomes of student consultation)

Institution	Degree			Annual Price			
institution	Degree		Resident	Nonresident	Online		
			-				
BUDGET							
Financial Aid Set Aside (F							
Proposed Annual Reve	enue						
Program Fee		s					
	ts	#					
Number of Studen							
Number of Studen Total Revenue		=	\$ 0.00				
Total Revenue	enditures	=	\$ 0.00				
		=	\$ 0.00				

Financial Aid Set Aside	\$	\$ 0.00
Administrative Service Charge	\$	
	\$	
	\$	
	\$	
	s	
	\$	
	\$	
	\$	
Total Program Costs	-	\$ 0.00

University: Choose one		Y Col	lege/School:						
Department:		Pro	ogram:						
OBoth OGradu	ate	OUnderg	raduate						
Resident:	/sem ∨	Pro	/seme: v	_ Effective	Date:	Fall nterothe	✓ r option	2020 just by typin	na it in box)
Non-Resident:	/sem ∨		/seme:  posed Rate		Date:	Fall	~	2020	
Program Fee History:				Most Rece					
Resident: Date Fee Established Fall	× 2020	and original	amount	Fall	~	2020			
		, in the second s		Most Rece	nt Dat	e & Cha	nge to	fee (Date/	 (Amount)
Non-Resident: Date Fee Established Fall	v 2020	and original	amount	Fall	~	2020			
Other Applicable Fees in S	chool/Prog	ram	Resident:	Non-Resid	ent:				_
Applicable differential tuition	amount:								
Number of classes within the	program with	n a fee:							
	program with	a fee: detailing the p							
	program with	a fee: detailing the p	urpose of the fee	e, including the a					e.)

Annual Price Resident Nonresident Online Degree Institution BUDGET Financial Aid Set Aside (FSA) Amount: 0.0% Proposed Annual Revenue Program Fee Amount \$ Number of Students # = \$ 0.00 Total Revenue Proposed Annual Expenditures Financial Aid Set Aside \$ \$ 0.00 Administrative Service Charge \$ \$ \$ \$ \$ \$ \$

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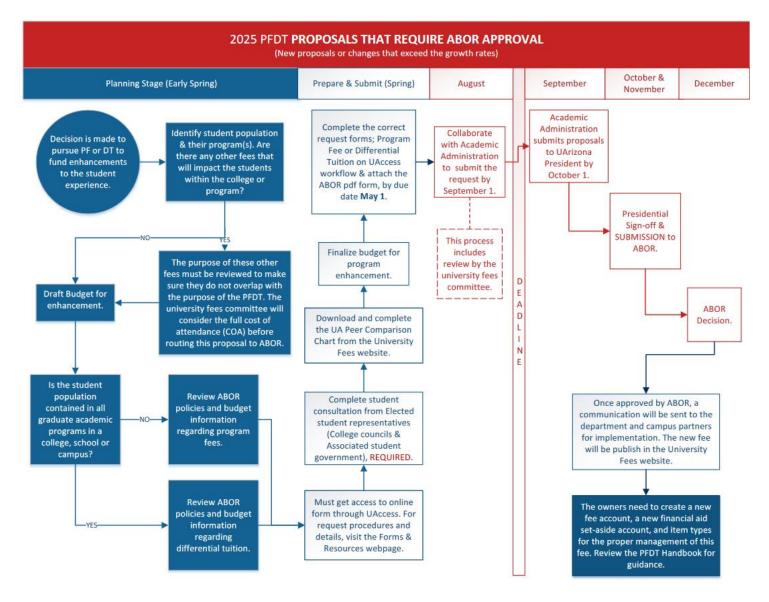
- \$ 0.00

MARKET PRICING

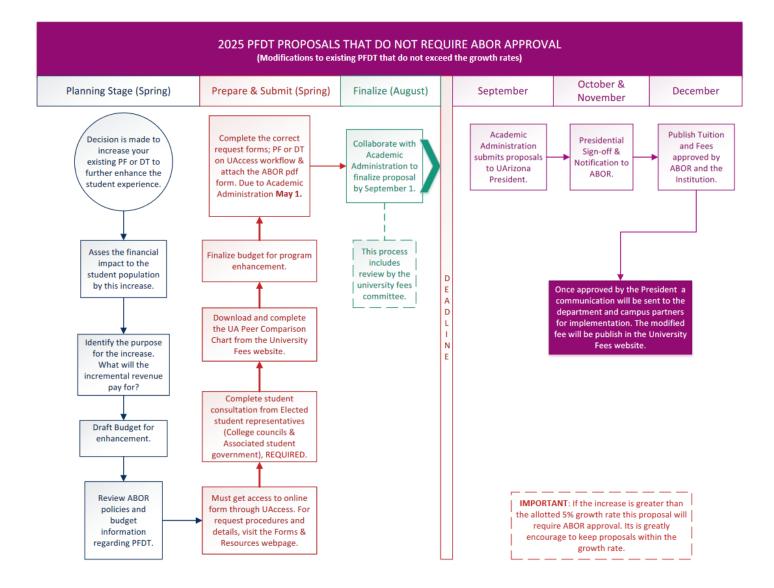
Total Program Costs

## Appendix D – PFDT Request Process

**UA PFDT Process Diagrams** 



Click Here if you want to see a bigger version.



Click Here if you want to see a bigger version.