



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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Abbreviations	
PFDT	Program Fee and Differential Tuition
ABOR	Arizona Board of Regents

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.
 - o **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

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**

▼ Search Criteria

Request Number:

Approval Status:

College:

Academic Career:

Career Level:

Search Clear Basic Search Save Search Criteria

UA PgmFee/DiffTuit Request

Find an Existing Value Add a New Value

Request Number:

Add

Find an Existing Value | Add a New Value

Find an Existing Value | Add a New Value

i. Fee Details tab:

1. All fields marked with an asterisk* are required.

IMPORTANT: If this is a Graduate degree program, you must use **GDEG** in the PROGRAM box and select the PLAN.

*College: College of Social & Behav Sci

Department(s)

*DeptID: Sch of Geography & Development *P

*Program Fee Type: Program Fee Differential Tuition

Program/Plan(s)

*Program: Graduate Degree Seeking

*Plan: Geographic Info Sys Tech

ii. Narrative tab:

1. All boxes must be completed (Purpose, Justification, and Student Consultation).
2. Aside from answering the **Student Consultation** box, you can attach supporting documentation of the student consultation (sign-in sheet, copy of referenda, copy of agenda, copy of survey, etc.). It is not required to attach this, but it helps for approval.
3. For the **Market Pricing** box, it is required to attach your completed UA Peer Comparison Chart.
4. Lastly, attach the ABOR form associated with your request: NEW or CHANGE to the existing fee. See Appendix C for a list of the forms, and visit our website for the actual [fillable PDF](#). If you do not attach this form at the time of submission, the fees manager will contact you for submission of this form through email.
 - **The online form is for UA record keeping, and the ABOR PDF is for actual ABOR submission.**

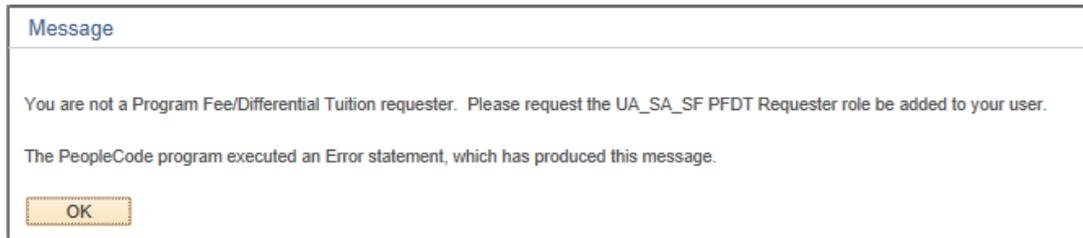
Note: Both forms ask for the same information. The difference is that the PDF table calculation is for ANNUAL revenue/expenditure, and the online application accountability tab calculates for PROGRAM length (2 years+). It is easier to copy/paste relatable information from one form to another and complete both simultaneously.

iii. Accountability tab:

1. The answers from prior tabs will pre-populate this tab.
2. Answer all the boxes until the "Total Revenue 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:



○ **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 around May. For a diagram of the process, see Appendix D.

Appendix A – Online Form

Fee Details Tab

Fee Details | Narrative | Accountability | Related

Request Details

Request Number NEW

Approval Status Not Submitted

*This request is an amendment to an existing fee?

Yes No

*Is this a Curricular Affairs Approved Dual Degree?

Yes No

If yes, with what Department?

*College

Department(s)

Find First 1 of 1 Last

*DeptID:

*Percent Owned

*Program Fee Type: Program Fee Differential Tuition

Program/Plan(s)

Find First 1 of 1 Last

*Program:

*Plan:

**If the Program/Plan is not listed above, it's possible that the program fee is being requested after ABOR approval and before Curricular Affairs adds the program. Please contact Curriculum Affairs for more information.

Please enter additional Program/Plan information

*Career: Undergraduate

*Level:

The Proposed fee will be charged: Per Unit Per Term

The expected number of units to complete the program is:

The amount charged per unit will be:

Proposed Fee Amount: 0.00 *This amount is in addition to base tuition and mandatory fee(s).

Other Applicable Fees in College/School

Resident:

Non-Resident:

Number of programs with fee within the same college:

Percent of programs with a fee within the same college:

Number of classes within the college with a fee:

Percent of classes within the college with a fee:

*Proposed Effective Term:

*If the request will be submitted to ABOR in the spring, the fee cannot begin the following summer term.

Requestor Information

Name: Sesteaga, Martha L

Department: Office of Academic Affairs

Email: sa-dummy-emails@list.arizona.edu

Date: 11/14/2018

Phone: 520/621-3046

Comments

Find First 1 of 1 Last

Submit

Cancel

Save

Narrative Tab

- Fee Details
- Narrative**
- Accountability
- Related

Purpose (Please provide a brief statement detailing the purpose of the tuition, including the anticipated expenditures or tuition revenue and benefits the tuition will provide students.)

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

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

Market Pricing (Please attach your UA Peer Comparison Chart.)

<https://academicaffairs.arizona.edu/university-fees-differential-tuition>

Attachments

Attached File	View File	Add File	
1	<input type="button" value="View File"/>	<input type="button" value="Add File"/>	<input type="button" value="-"/>

****Preferred file format of .doc or .pdf.**

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
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Explanation of Other Expenses[Fee Details](#) | [Narrative](#) | [Accountability](#) | [Related](#)

Appendix B – Tools

UA Peer Comparison Chart



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

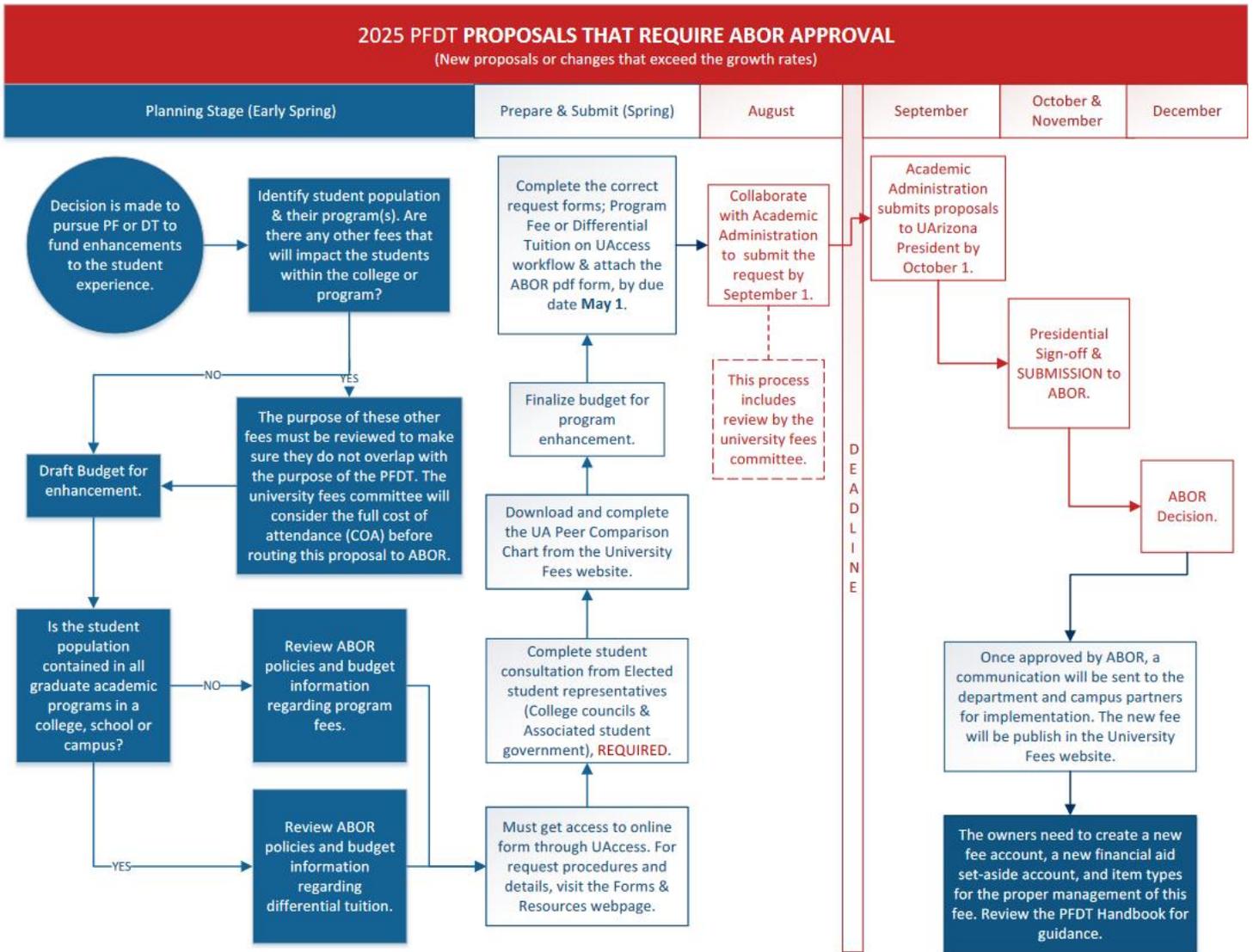
GRADUATE	Resident	Non-Resident
Texas A&M University	\$10,361	\$23,070
University of Texas at Austin	\$12,028	\$22,886
University of Iowa	\$12,065	\$31,012
University of Wisconsin-Madison	\$12,174	\$25,501
University of North Carolina-Chapel Hill	\$12,582	\$30,874
University of Florida	\$12,737	\$30,130
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

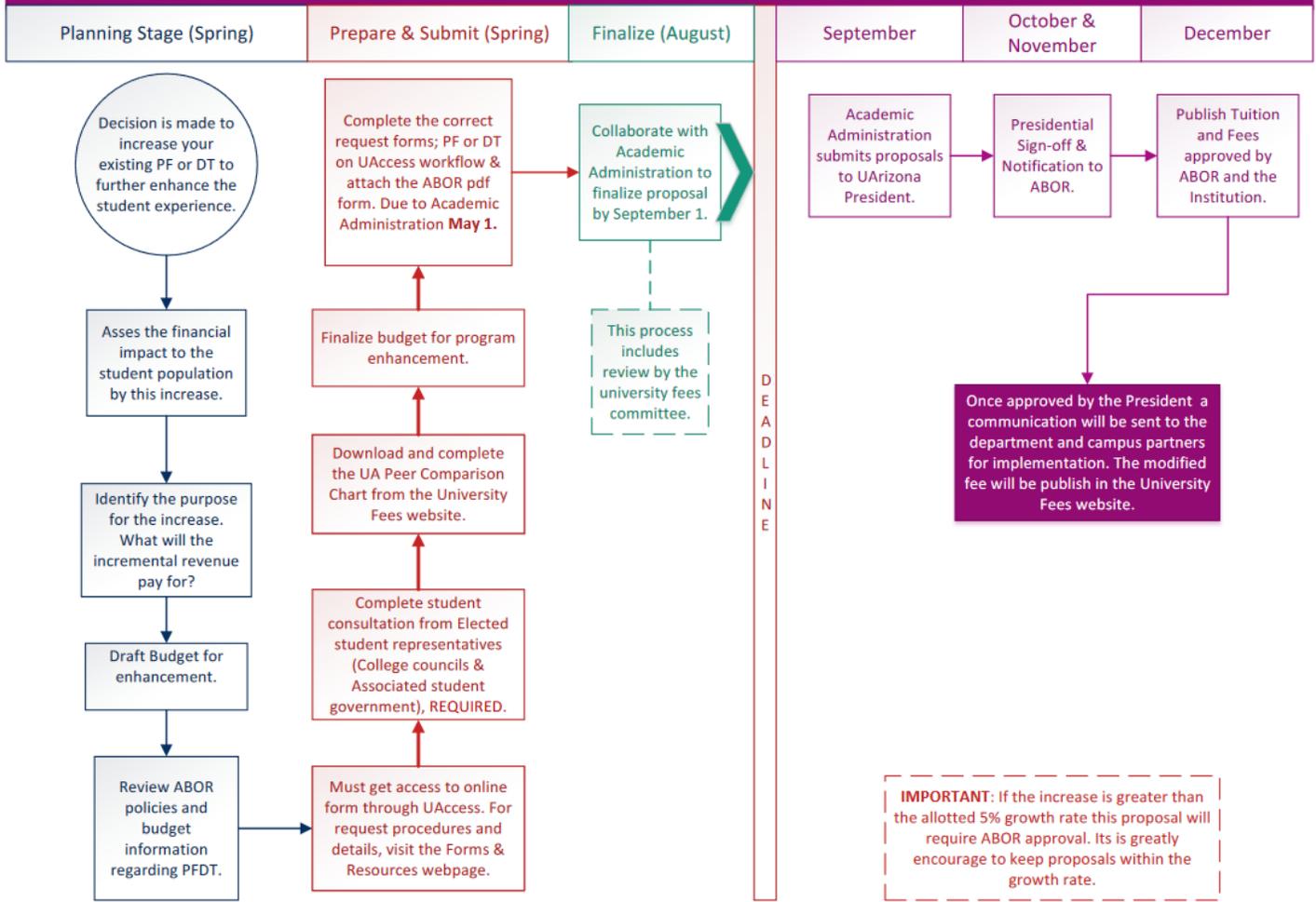
Note: Figures reflect tuition and mandatory fees for full-time students. Includes figures for ABOR peer institutions that have participated in the AAUDE Annual Academic Year Tuition & Required Fees survey as of 9/22/2021 (data not yet available for The Ohio State University or the University of Washington).

Appendix D – PFDT Request Process

UA PFDT Process Diagrams



2025 PFDT PROPOSALS THAT DO NOT REQUIRE ABOR APPROVAL
 (Modifications to existing PFDT that do not exceed the growth rates)



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