OTHER ACADEMIC FEE REQUEST
Consist of other fees levied as a result of enrollment.

Decision is made to pursue Other Academic Fee to fund the cost of certain service(s) that benefits students and is levied by enrollment.

Type of Request
Modification Requests: Has the fee been implemented for at least 4 terms? New Requests: follow the “Yes” path.

Per UA policy the fee must be implemented for four terms before an increase can be done.
Is the request a reduction or deletion? If so, follow the “Yes” path.

Must complete the ABOR pdf fillable forms (for New or Change).

Email the completed form to the University Fees Manager and cc the Vice Provost for Undergraduate Education by May 1.

Prepare and itemized cost breakdown and any other supporting documentation needed for the approval of the fee.

Complete Student Consultation from Elected student representatives (College councils & Associated student government) REQUIRED.

Collaborate with Academic Administration to finalize proposal by September 1.

This process includes review by the university fees committee.

ABOR Decision.

Once approved by ABOR, a communication will be sent to the department and campus partners for implementation. The new fee will be publish in the University Fees website.

New account and Item type will be needed for the proper managing of this fee. This fee must also be publish on the University website. One-time fees are managed/posted by the department and not through tuition calculation.

Academic Administration submits proposals to UArizona President by October 1.

Presidential Sign-off & SUBMISSION to ABOR.

ABOR Decision.

Once approved by ABOR, a communication will be sent to the department and campus partners for implementation. The new fee will be publish in the University Fees website.

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