



Academic Fees Orientation
September 25, 2024

WEBINAR PANELISTS



Martha Sestega, MPA
Program Manager
Academic Administration



Helen Horetski, MBA
Director of Finance & Operations
Office of Scholarships and
Financial Aid



Adriana Prado
Principal Analyst, Budget and
Financial
Office of Budget and Planning

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.





AGENDA

1. Academic Fees Processes
2. Recent Changes
3. Dashboard & Year-End Report
4. Financial Aid Considerations
5. Budgeting & Allocations
6. Things to Remember
7. Questions & Contact Information

Academic Fees Process

- ABOR approves new Academic Fee proposals and changes that exceed the growth rates once a year, and we recently transitioned to a Fall approval process.

-Academic Fees growth rate is 5%-
- The president approves changes to existing Academic Fees that do not exceed the growth rates once a year. ABOR must be notified of these changes during the T&F setting process.

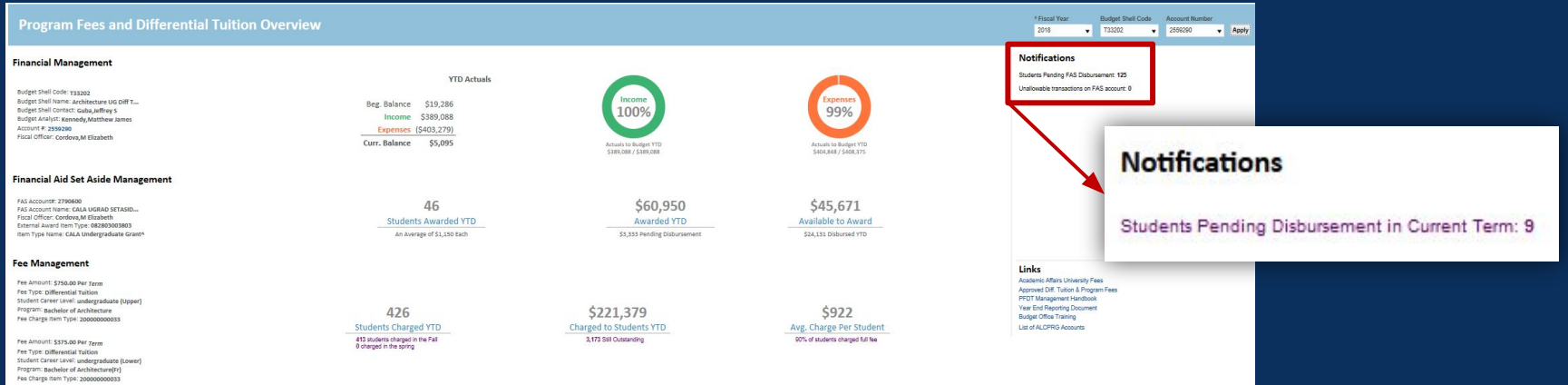


Recent Changes

- Undergraduate College Fee.
- Undergraduate FAS.
- Graduate Fees & FAS awarding.
- New FAS Awarding Year-end Review
- Fall Tuition & Fees Setting Process & Deadline.
- [New Handbook.](#)

Dashboard

UAccess Analytics > Dashboards > Student > Course and Fee Management



Financial Management

- Beginning Balance
- Income & Expense
- Current Balance
- % of Usage

FAS Management

- Students Awarded YTD
- Awarded YTD Amount
- Available to Award
- Pending Disbursement
- Disbursed Amount YTD

Fee Management

- Students Charged YTD
- Charged to Students
- Outstanding amount
- Avg. Charge per student

Dashboard

Budget & Financials



Actuals & Budgets

- Actuals YTD (Categories)
- Budget Vs. Actuals YTD
- Budget Balance + Encumbrances YTD

Visuals

- Allocations from Net Revenue
- Income Vs. Expenses Trend
- Expenditures by Category Trend

Dashboard

Charges & Payments

Charges and Payments Details

Charge - Academic Year	Charge - Item Type Id	Charge - Item Type Desc	Charge - Account Number	Charge - Account Name	Charge Amount	Payment Amount	Balance Amount
2019	200000000032	TUI:UGrad Engr Upper Differ	2559300	ENGINEERING SPEC TUITION UPPER DIV	2,320,612.50	2,296,009.95	24,602.55

Charge - Academic Year	Charge - Item Term Description	Charge - Item Type Id	Charge - Item Type Desc	Charge - Account Number	Charge - Account Name	Academic Program Code	Academic Program Description	Primary Major Acad Plan Description	Primary Major Academic Plan	Student Id	Person Name	Charge Amount	Payment Amount	Balance Amount
2019	Fall 2018	200000000032	TUI:UGrad Engr Upper Differ	2559300	ENGINEERING SPEC TUITION UPPER DIV	UAGSC	College of Ag & Life Sciences	Natural Resources	NTRSBS			900.00	900.00	0.00
						UBUSH	Eiler College of Management	Accounting	ACCTBSBA			900.00	900.00	0.00
						UCLAS	Colleges Letters Arts Science	General Studies	GN5BG5			900.00	900.00	0.00
						UENGR	College of Engineering	Aerospace Engineering	AEEBSAEE			900.00	900.00	0.00
												900.00	900.00	0.00
												900.00	900.00	0.00

Charge - Academic Year	Charge - Item Type Id	Charge - Item Type Desc	Charge - Account Number	Charge - Account Name	Charge Amount	Payment Amount	Balance Amount
2019	200000000032	TUI:UGrad Engr Upper Differ	2559300	ENGINEERING SPEC TUITION UPPER DIV	2,320,462.50	2,294,320.03	26,142.47

Totals at College Level & Per Student

- Charged Amount
- Payment Amount
- Balance Amount

Person Name	Charge Amount	Payment Amount	Balance Amount
	900.00	900.00	0.00
	900.00	900.00	0.00
	900.00	900.00	0.00
	900.00	900.00	0.00
	900.00	900.00	0.00
	900.00	900.00	0.00



Dashboard

Year-End Reporting

Overview Security Roles Course Requisites Description Search Course Management Course Fee Management Fee Listing Bursar Fees Academic Organization **Program Fees and Differential Tuition**

PFDT Overview Budget and Financials FAS - Student Awards Charges & Payments Over/Under Realized Revenue **Year End Reporting**

Year End Reporting Fiscal Year: 2024 Budget Shell Code: T33204 Account Number: --Select Value-- Apply

General Sources and Uses Categories - Object Codes
Blank Year End Reporting Document

2023 YE Report PFDT **2024 YE Report PFDT**

Year-End Report of Program Fee or Differential Tuition Revenue FY 2024
Submit to the University Fees Manager by November 1, 2024
Please use a separate form for each program fee or differential tuition.

Date Initially Submitted: College: College of Engineering
Date Revision Submitted:
Program: Undergraduate Upper Division Program Fee Differential Tuition
Undergraduate Upper Division
Graduate Undergraduate Lower Division
Fee Amount: \$900 Per Term
Applicable Shell Code(s) and/or Account Number(s): T33204
Attach any supplemental UAccess reports to verify or correct the amounts pre-populated in the Sources and Use fields below.

Sources of Program Fee or Differential Tuition Revenue:

General Categories of Fee Sources	Fall & Spring	Summer	TOTAL
Gross Amount Collected for FY 2024	\$2,062,558		\$2,062,558
Beginning Fund Balance			
Ending Balance from Prior Fiscal Year	\$98,017		\$98,017
Total Sources Available for FY 2024	\$2,160,575		\$2,160,575

DEADLINE: November 1, 2024



THE UNIVERSITY OF ARIZONA



Year-End Reporting Form

- **Budget Shell Code**
- **Justification & Narrative**
- **Signatures**
- **Pre-Populated Form:**
 - ✓ Verify the data – correct fiscal year.
 - ✓ One form for each PFDT.
 - ✓ Attach any additional pages.

Financial Aid Considerations



Determining Need

$$\text{COA} - \text{SAI} = \text{Need}$$

- Financial aid eligibility is the difference between the Cost of Attendance (COA) and the Student Aid Index (SAI) (SAI replaced EFC in the simplified FAFSA).
- A federal formula performs the needs analysis to determine the SAI. During this transition, you might still see EFC in some reports.
- The cost of attendance includes tuition and fees, room and board, books, and miscellaneous expenses and is an estimated value (estimates for different categories are listed on the OSFA website).


UAccess Analytics

Student Fin Aid & Fin Details Dashboard

Determining Student Need Report

Dashboard > Student > Student Fin Aid & Fin Details

Determining Student Need Student Awards Bursar Detail by Student Course Fees Student Bursar GRAD Unapplied Aid

Make your selections and click Apply 

Aid Year 2020 ▼	EFC Status Official ▼	Academic Career --Select Value-- ▼	Student College --Select Value-- ▼	Student Plan --Select Value-- ▼
Term Fall 2019 ▼	Campus --Select Value-- ▼	Academic Level --Select Value-- ▼	Student Department --Select Value-- ▼	Student Plan Code TTEPHD ▼

Select a View: Student Need ▼

Reading the Report

Select a View:

Student Need ▼

Cost of Attendance	EFC Status	Federal need	Gift Aid	Need after gift aid	Work Study offered	Need before loans	Loans offered	Total offered	Unmet need
13,407.00	Official	-39,815.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
33,050.00	Official	18,748.00	16,361.00	2,387.00	0.00	2,387.00	16,689.00	33,050.00	0.00
23,282.00	Official	23,282.00	12,291.00	10,991.00	0.00	10,991.00	3,788.00	16,079.00	7,203.00

UAccess Analytics

Check on Award Status

Student Awards Report

Dashboard > Student > Student Fin Aid & Fin Details

Student Awards | Bursar Detail by Student | Course Fees | Student Bursar | GRAD Unapplied Aid

APPLY

Account VP Level --Select Value-- ▼	Account College --Select Value-- ▼	Account Org --Select Value-- ▼	Item Type ID --Select Value-- ▼	Student ID --Select Value-- ▼	Student Plan --Select Value-- ▼	Student Subplan --Select Value-- ▼
Account Number --Select Value-- ▼	Account College Code --Select Value-- ▼	Account Org Code 7601 ▼	Item Type --Select Value-- ▼	Student Name --Select Value-- ▼	Student Plan Code --Select Value-- ▼	Student Subplan Code --Select Value-- ▼
Academic Career --Select Value-- ▼	Award Status Accepted ▼	Aid Year --Select Value-- ▼	Aid Term 2192 ▼	Financial Aid Type --Select Value-- ▼	Student Department --Select Value-- ▼	Student College --Select Value-- ▼

Apply Reset ▼

Can enter a list of SID's, KFS numbers, or Item Types.



Multiple Awards

- We are required to follow the rules for the most restrictive award.
- Set-aside has “highly restrictive” rules; all other aid on a student’s account must follow these restrictions if a student is awarded set-aside. This includes, but is not limited to:
 - ✓ Merit scholarships
 - ✓ Donor scholarships
 - ✓ Subsidized loans



Changes to Awards

- Though not always intended, loan reduction is a POSITIVE outcome when awarding scholarships/grants.
- Students are allowed to appeal.
- If a loan is not accepted, we will automatically reduce unaccepted loans to clear over-awards.

Set-Aside Notifications

Emails to students should include:

- Deadline for disbursement.
- FAFSA filing requirement to demonstrate need.
- Disclaimer that an award can be canceled if the student changes programs, reduces enrollment, or receives additional awards.
- Students must be meeting Satisfactory Academic Progress as determined by OSFA.
- Loan and Federal Work-Study eligibility may be reduced.

Changes in Budget and Cash Management Process Effective FY25

- Fee accounts are no longer assessed SBA
- Units process FAS transfers
- Budget Load to fee accounts - OPTIONAL
 - Processed by units



Timeline

- Non-Budgeted Accounts
 - Process FAS assessments periodically:
 - Quarterly
 - Monthly
 - Follow OBP's prior timeline - Spring and Year End

Timeline

- Budgeted accounts
 - July - New Year Budget Load forecast in Original Budget and FAS transfers.
 - Process over/under FAS and budget adjustments periodically
 - Quarterly
 - Monthly
 - Follow OBP's prior timeline - Spring and Year End



Accounting Considerations

KFS Revenue Object Codes

- 0101: Honors Program Fee.
- 0097: Program Fee Graduate.
- 0110: Eller's Master's Program Fee.

Transfer Out Object Codes and Sub Object Codes

- 0939 - FAS: 14% Gross Revenue
- FAS sub object code will need to be created for object code 0939.

Accounting Considerations

- Edit account attributes in KFS to convert from budget to cash style or vice versa.

UaccessFinancials -> Chart of Accounts -> Account

ACCOUNT RESPONSIBILITY

Home

	PREVIOUS	PROPOSED
Fiscal Officer Principal Name:		* Fiscal Officer Principal Name:
Account Supervisor Principal Name:		* Account Supervisor Principal Name:
Account Manager Principal Name:		* Account Manager Principal Name:
Continuation Chart Of Accounts Code:		Continuation Chart Of Accounts Code:
Continuation Account Number:		Continuation Account Number:
Income Stream Chart Of Accounts Code:		Income Stream Chart Of Accounts Code:
Income Stream Account Number:		Income Stream Account Number:
Budget Record Level Code:	C - Consolidation	* Budget Record Level Code: C - Consolidation
Account Sufficient Funds Code:	N - No Checking	* Account Sufficient Funds Code: C - Consolidation
Transaction Processing Sufficient Funds Check:	No	Transaction Processing Sufficient Funds Check: N - No Budget

Accounting Considerations

- “FAS Transfers and Budget Load” Guide available in [OBP website](#)

THE UNIVERSITY OF ARIZONA

Search this site

Budget & Planning

RBC System Forms and Resources Org Change Request **Training Materials** Budget Reports FAQ Staff

Home > Training Materials

Training Materials

RBC/Budget System Resources

- [RBC System Training](#)
- [Budget System Training](#)
- [RBC System User Guide](#)

Budget & Planning Classes in

- [Budget & Planning Classes](#)

Other Resources

- [Program Fees FAS and Budget](#)



Things to Remember

- **FAS Responsibilities**
- **Transfers**
- **Awards on Fee Accounts**
- **Approved Expenditures**

Q&A

CONTACT INFORMATION

Martha Sesteaga, University Fees Program Manager
Prov-fees@arizona.edu

Helen Horetski, Office of Scholarships and Financial Aid
helenh@arizona.edu

Adriana Prado, Office of Budget and Planning
adriana.prado@arizona.edu

THANK YOU.

