



# Name of BPG – Modification to Academic Fee Requests Procedure

## Academic Administration

**2025**

Type:	UA University Fees
Business Process Name:	Modification to Academic Fee Request Procedure
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	01/2025
ABOR Policy:	4-101 to 4-105
Purpose:	This document is intended to guide the user through submitting a proposal on the new Info Ready workflow.

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

Before beginning this process, you must have completed the student consultation and the Market Pricing Comparison for this request. You must submit this information along with the supporting documentation in the online form.

This form is **ONLY** for academic fee increase proposals that won't exceed the [growth rate percentages](#) approved by ABOR. If your proposal is for a new fee or exceeds the growth rates, the process is different and needs ABOR approval. Visit our [website](#) for further instructions.

**Procedure:**

Navigate to [Info Ready](#), or form #11 on our [website](#). Click Submit and Log in with your UA Net ID. You will have to click submit again. Note: You can save your progress and return to the form by clicking the 'Save as draft' button at the bottom left.

### 1. Page One

Once the pre-populated form opens, continue to answer all required questions. You will need:

- a. Type of Fee
- b. Fee Name
- c. Who does the fee apply to?
- d. Effective Term
- e. Fee Amount
- f. Year Fee Approved
- g. Existing Fee UA Account Number

### 2. Page Two

The second page asks for Purpose, Justification, and Student Consultation information. Below are details of what you need. On this page, you can add additional email addresses for notifications.

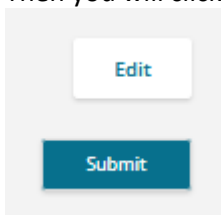
- a. Purpose - Please provide a brief statement detailing the purpose of the fee, including the anticipated expenditures of fee revenue and the benefits the fee will provide students. Include an explanation of the additional benefits funded by the increase.
- b. Justification - Please briefly describe what the proposal intends to pay for and how much incremental revenue will cover the costs. This section should justify each line of your budget table.
- c. Student Consultation - Please outline the methods and outcomes of student consultation. The ABOR does not specify a particular format for student consultation. Policy [4-105 A.7](#) states that universities must conduct "consultation with and/or review comments from students, Elected Student Representatives," which includes students elected to college councils (if applicable) and/or associated student governments (such as ASUA and GPSC), as well as input from students affected by the fee. This consultation can include surveys, small focus groups, meetings, etc. Documenting the attendance and the number of students who support and oppose the fee change is essential.

### 3. Page Three

The third page asks for the two required attachments:

- a. Fee Budget – form #16 on the University Fees [website](#).
- b. Market Pricing Comparison – form #17 on the University Fees [website](#).

Then you will click Next, Preview to verify all the information. Edit as needed before you click the final Submit.



Appendix A – Online Form  
Page One

AY2026-2027 Academic Fee Request

PDF

?

Details Applications

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

You may start and submit additional applications for AY2026-2027 Academic Fee Request.

First Name \*

Martha L

Last Name \*

Sesteaga

Email Address \*

Primary Title \*

College/School/Division \*

Department/Unit \*

Type of Fee \*

Select one.

- ☐ Differential Tuition
- ☐ Program Fee
- ☐ Mandatory Fee
- ☐ Other Academic Fee

Fee Name \*

**Fee Name \*****Fee Applies To \***

Please provide information on who will pay the fee. For example: upper-division students, all students in a particular program, etc.

**Effective Term \***

Please select the effective term of the new fee

Select...

**Residents Proposed Fee Amount \***

Please provide the proposed fee amount.

**Non-Res Proposed Fee Amount \***

Please provide the proposed fee amount.



**Residents Existing Fee Amount \***

Please provide the current existing fee amount.

**Non-Res Existing Fee Amount \***

Please provide the current existing fee amount.

**Year Fee Approved \***

Please provide the year the fee was approved.

**Existing Fee UA Account Number \***

Please provide the UA account number for the existing fee. Please consult with your business manager for the information.

[Next](#)[Save as Draft](#)

## Page 2

**Purpose \***

Please provide a brief statement detailing the purpose of the fee, including the anticipated expenditures of fee revenue and benefits the fee will provide students. Include an explanation of the additional benefits funded by the increase.

**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.

**Additional Email Addresses for Notifications**

Add email addresses below for individuals who should receive notifications for your application. Individuals you identify will receive all notifications you receive.

**Email Addresses for notifications**

Include only email addresses for individuals that should receive notifications about your application.

[Previous](#)[Next](#)[Save as Draft](#)

**Page 3****Fee Budget \***

Please use the fee budget template provided and submit it in an excel sheet.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Market Pricing Comparison \***

Please use the market pricing comparison template provided and submit it in an excel sheet.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Supporting Documentations**

Please attach any additional documentation supporting your request.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

[Previous](#)[Preview](#)



## Market Pricing Comparison Template

[illegible]

Academic Fee Budget Template

Budget Template

Date Completed:

v2. 07/24/2024

ANNUAL INCOME

Item	Amount
Fee Amount (term)	\$50.00
Number of Payees	100
Estimated Gross Revenue	\$5,000.00
Estimated Net Revenue	\$4,300.00

**Income Instructions:** This is an example, please enter the annual fee amount and count of students that will pay that fee.

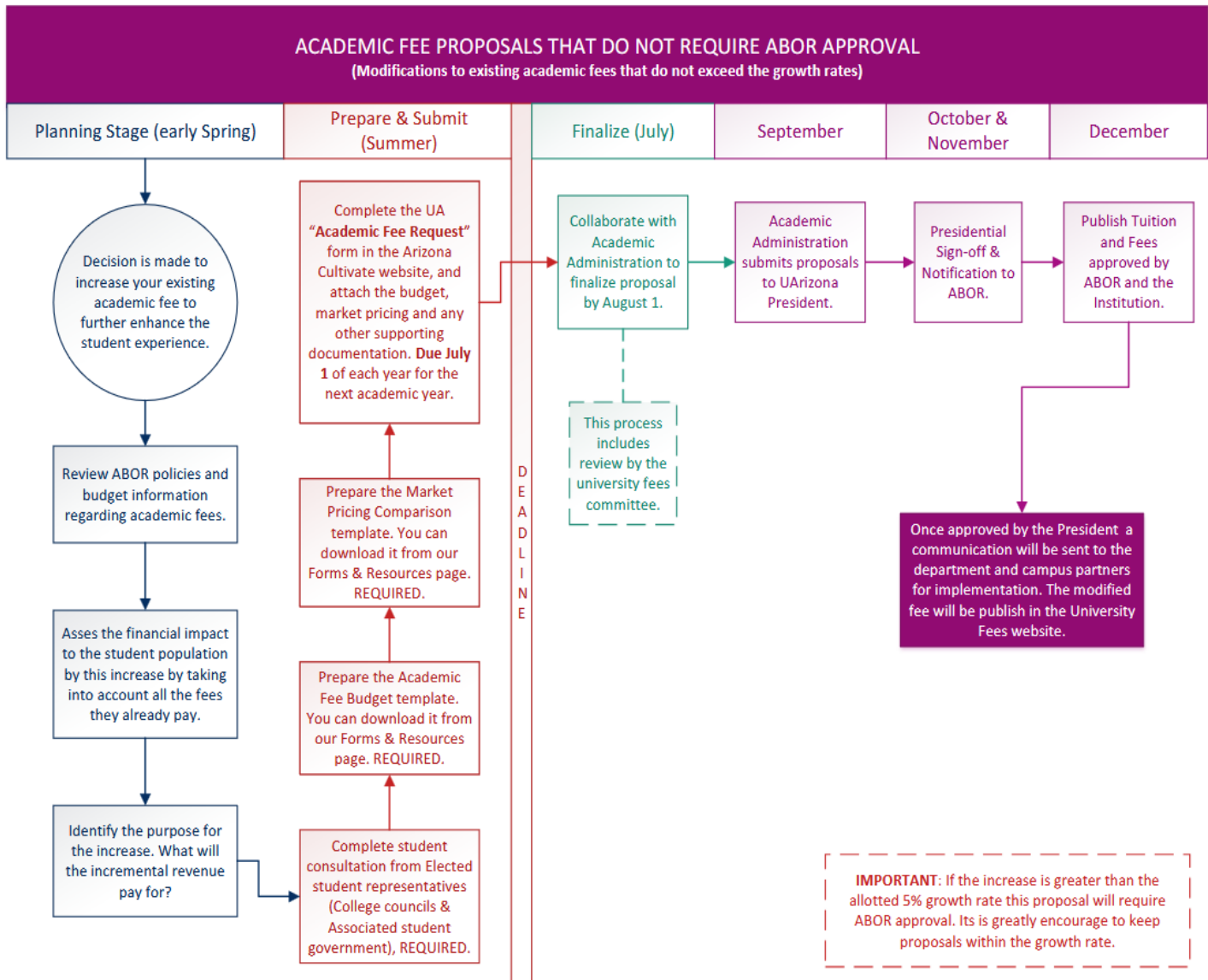
ANNUAL EXPENSES

Item	Amount	Percent Used
Financial Aid Set-Aside (FAS)	\$700.00	14%
Personnel	\$1,600.00	32%
Operational Expenses	\$800.00	16%
Program Support	\$350.00	7%
Student Support	\$450.00	9%
Others - Equipment	\$1,800.00	36%
Total Expenses (after FAS)	\$5,000.00	100%

**Expenses Instructions:** This is an example. Update the estimated amounts, change categories, and add rows as needed on the expense table to fit your budget needs.

**Note:** Most proposals for a Program Fee & Differential Tuition must include a set aside for financial aid with a minimum percent equal to the Regents Set Aside rate in ABOR Policy 4-321 of the estimated gross fee revenues, which is currently set at 14%. Starting with FY25 the Strategic Budget Allocations (SBA) will no longer be assessed to Program Fees and Differential Tuition accounts and are being removed from units' expenditure authority. Please do not include it in your budget.

## Appendix C – Modification to Existing Academic Fees Process Diagram



[Click here if you want to see a bigger version.](#)