


May 06, 2025

MEMO TO: Scott Mohajeri Norris, Senior Director
Finance and Administration, Office of the Provost

FROM: Gregory Heileman, PhD
Vice Provost, Undergraduate Education



SUBJECT: Other Academic Fee – Incoming Student Fee

The proposal to merge two ABOR-approved *Other Academic Fees* into a single, streamlined amount has been approved in collaboration with the Office of Undergraduate Education, Student Success and Retention Innovation, and Student Affairs Administration. The Arizona Board of Regents (ABOR) will be informed of this change during the tuition and fees setting process in Fall 2025. Since this consolidation of two existing ABOR-approved fees does not alter the overall amount, purpose, justification, or the population assessed, it does not necessitate their approval. Please see the details below.

Department(s)	Fee	Fee Amount	Request Type	Effective Date
Multiple	Incoming Student Fee -All incoming first-year students	\$120 (from \$100 & \$20)	Combination	July 1, 2025
	-Transfer students	\$50 (from \$50)	Remains	July 1, 2025

The administrative units that manage this revenue and oversee this fee will remain the same: Office of the Provost -Undergraduate Education, Student Success & Retention Innovation, and Student Affairs - Student Engagement & Career Development. The departments are responsible for spending fee revenue in accordance with ABOR and University of Arizona policies and guidelines. Revenues from academic fees must be allocated for board-approved purposes (follow prior approval) and accounted for separately from other university revenues.

The online University Fees Handbook provides useful information on requesting accounts and item types, managing academic fees, and finding contact details for personnel involved in the administration and reporting of academic fees. Please visit the university fees website to access this handbook, view future announcements, and access updated documents and further information regarding university fees.

<https://academicadmin.arizona.edu/university-fees/fees-handbooks-committee>

Please forward this memo to the relevant individuals in your department to monitor this fee and associated expenditures.

If you have any questions or want to discuss this, please get in touch with Martha Sesteaga at prov-fees@email.arizona.edu.

Cc: Dr. Amanda Kraus, Vice President, Student Affairs
Dr. Christine Salvesen, Chief Retention Officer and Associate Vice Provost, Student Success
Marilyn Taylor, Associate Vice President, Finance and Administration, Office of the Provost
Kian Alavy, Director, Strategic Planning and Initiatives, Office of Undergraduate Education
Traci Sitzmann, Associate Bursar, Bursars Office
Najah Muzahem, Principal Accountant, Financial Management
Matthew Kennedy, Assistant Vice President, Office of Budget & Planning
Dr. Martha Sesteaga, Program Manager, Academic Administration

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Application Summary

Competition Details

Competition Title:	AY2026-2027 Academic Fee Request
Category:	Data Collection, Forms, and Requests
Cycle:	FY2027
Submission Deadline:	07/1/2025 11:59 PM

Application Information

Application Title:	Incoming Student Fee
Application ID:	8811
Submission Date:	04/17/2025 2:15 PM

Personal Details

First Name:	Scott Mohajeri
Last Name:	Norris
Email Address:	scottmnorris@arizona.edu
Primary Title:	Senior Director, Finance and Administration
College/School/Division:	Academic Affairs (AADV)
Department/Unit:	Provost Business Office org 9898
Type of Fee:	Other Academic Fee
Fee Name:	Incoming Student Fee
Fee Applies To:	All incoming first year students (First Year Fee and Student Support Fee) and all incoming transfer students (Student Support Fee)
Effective Term:	This request is only to streamline the billing and management of these two fees by combining them into a single fee with a new name, Incoming Student Fee. Since it is only a rear-of-house change, it is requested to be effective July 1, 2025.
Residents Proposed Fee Amount:	120
Non-Res Proposed Fee Amount:	120
Residents Existing Fee Amount:	120
Non-Res Existing Fee Amount:	120
Year Fee Approved:	2019
Existing Fee UA Account Number:	2670416

Purpose:	The purpose and Justification of this fee remain the same as approved initially by ABOR in 2008 and 2019. This request pertains to combining two current 'other academic fees.' Specifically, it involves the Student Support Fee of \$100, which is charged to all incoming first-year students, \$50 to all incoming transfer students, and the First Year Fee of \$20, also charged to all incoming first-year students. The new combined fee will be named the "Incoming Student Fee." It will total \$120 for all incoming first-year students and remain at \$50 for all incoming transfer students, meaning there will be no change for transfer students. The overall amounts, purposes, justifications, and the populations required to pay these fees will remain unchanged. Also, the administrative units that handle this revenue and own this fee will remain the same: Office of the Provost -Undergraduate Education, Student Success & Retention Innovation, and Student Engagement & Career Development.
Justification:	See statement above under Purpose.
Student Consultation:	Student consultation was unnecessary as the purpose and total fee amounts remain the same.
Additional Email Addresses for Notifications/Email Addresses for notifications:	taylorm@arizona.edu, akraus@arizona.edu, cls@arizona.edu, alavy@arizona.edu

University: University of Arizona

***OTHER FEES
FEE REQUEST***

Program: Student Affairs

Department: Vice President for Student Affairs

Is this a graduate or an undergraduate fee?

GRADUATE ☐ UNDERGRADUATE ☐ OTHER____FRESHMEN____

Is this a new fee or an increase to an existing fee?

NEW FEE X Amount requested: \$ 20.00

EXISTING FEE ☐ Current Fee: \$ _____ Requested Fee: \$ _____

BACKGROUND:

Following a surveying of the student body in fall of 2007 it was determined that The University of Arizona would proceed with a Student Services Fee to be implemented over the following two years. When polling students to determine their support for the fee it was not only clear that the entire student body would be supportive of a fee of this nature, but more specifically that the most supportive both of the fee in general and of the highest dollar amount per semester was the Freshman respondents. The vast majority of that population (92% of respondents) was supportive of the highest bracket option available on the survey of \$66 - \$85 per semester in the form of a student services fee. This response comes as no surprise considering the freshman class is the most in need and largest consumption group of student services on campus.

DISCUSSION:

Considering the survey results relative to the freshman respondents, it seemed necessary to make a special portion of the student services fee to be focused directly on the freshman class. In order to meet the needs and wants of new students at The University of Arizona a one-time fee of \$20/year is proposed to be charged to all first year students. All money collected through this fee will be targeted towards first year student success programs and support services. Uses of this fee would include tutoring (freshmen are particularly vulnerable in math, writing and several specific general education classes), welcome activities which would include opportunities for students to get connected to campus (the first weekend of school is a time when we "lose" students), convocation and other programs focused at helping our freshmen feel a part of this community and have

the support to be successful academically. These students are the most vulnerable demographic to dropping out, the more services that are offered to them for their success the better. This additional \$20/year fee would be allocated through recommendations made to the Vice President for Student Affairs by a committee made up of students, staff and faculty that represent the interests of first year student retention. Fifteen percent of the fee revenues will be set aside for need-based student financial aid.

RECOMMENDATION:

The University of Arizona recommends ABOR approval to implement a special fee of \$20 per year for all first year students to support first year student success programs and support services as recommended by committee of students, staff and faculty, and approved by the Vice President for Student Affairs.

OTHER FEE REQUEST - CHANGE TO EXISTING

Rev 2-19-18

University: _____ College/School: _____

Department: _____ Program: _____

Both Graduate Undergraduate

_____ Effective Date of Change: _____
 Current Fee Proposed Fee (this field you may enter other option just by typing it in box)

Other Fee History:

Date Established _____ and original amount _____

Most Recent Date and Change to fee (Date/Amount) _____

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)

Proposed Annual Revenue

Other Fee Amount	\$	
Number of Students	#	
Total Revenue	=	

Proposed Annual Expenditures

Administrative Service Charge	\$	
	\$	
	\$	
	\$	
Total Expenditures	=	