THE UNIVERSITY OF ARIZONA

Academic Fees Orientation

September 24, 2025

WEBINAR PANELISTS

Martha Sesteaga, PhD
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. 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. Proposals Timeline
3. Dashboard & Year-End Report
4. Financial Aid Considerations
5. Budgeting & Allocations
6. Things to Remember
7. Contact Information and Q&A

Academic Fees Process

- ABOR annually approves new Academic Fee proposals and changes that exceed the growth rates.

  -Academic Fees growth rate is 5%-

- The president annually approves changes to existing Academic Fees that do not exceed the growth rates. ABOR must be notified of these changes during the tuition and fees setting process in the Fall semester.

Fall Tuition and Fee Setting Timeline

July 1

Academic Fee Proposals are due to the University Fees unit.

October

Proposals are submitted to the UA President for review and approval.

November

The UA President submits proposed tuition and fee rates to ABOR.

(Nov 15)

December

The UA President publishes the Tuition & Fees for the upcoming AY.

(Dec 15)

Spring Tuition and Fee Setting Timeline

Dec 1

New Fee Proposals or exceeding the growth rates are due to the University Fees unit.

February

New Fee proposals or exceeding the growth rates are due to ABOR.

March

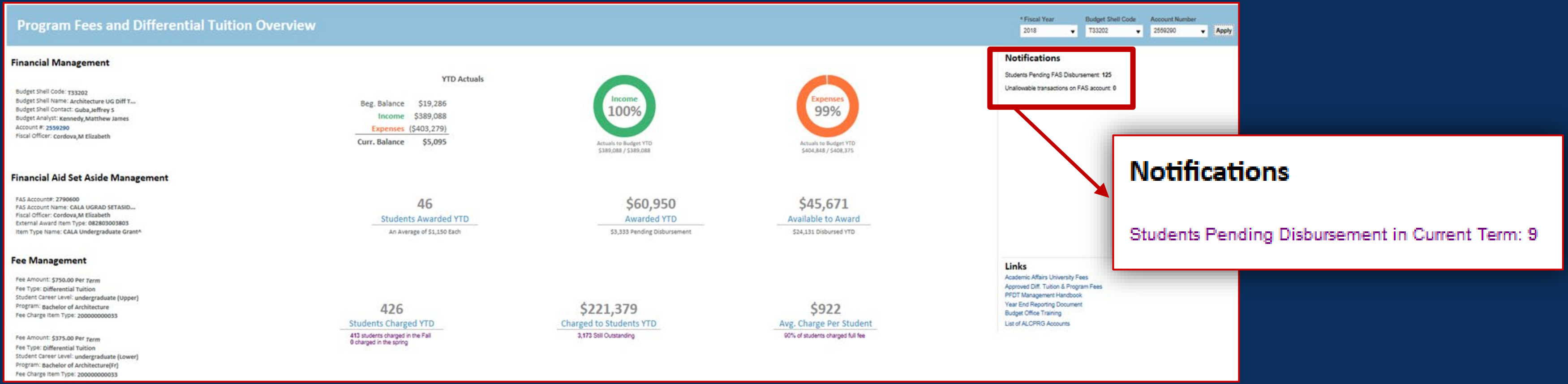
The Board holds its Tuition Workshop & Hearing meetings.

April

The Board holds its meeting to set tuition and fees.

Dashboard

UAccess Analytics> Dashboards> Student> *Course and Fee Management*



Financial Management

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

FAS Management

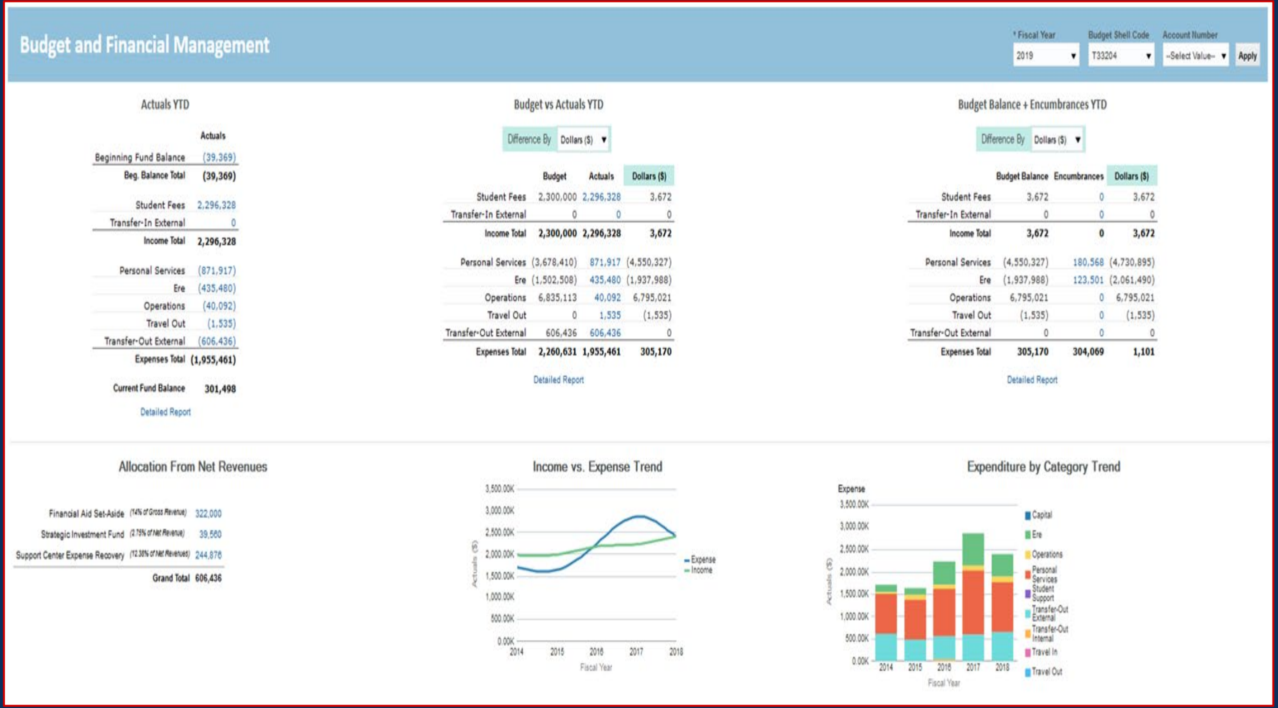
- Students Awarded YTD
- Awarded YTD Amount
- Available to Award
- Pending Disbursement
- Disbursed Amount YTD

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
2025	200200000040	TUI:Pharmacy Prog Fee	2559140	PHARMACY SPECIAL TUITION	7,622,248.00	7,608,048.00	14,200.00

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		Charge Amount	Payment Amount	Balance Amount
2025	Fall 2024	200200000040	TUI:Pharmacy Prog Fee	2559140	PHARMACY SPECIAL TUITION	PDEG	College of Pharmacy	Pharmacy	PHMYPD		7,100.00	7,100.00	0.00
											7,100.00	7,100.00	0.00
											7,100.00	7,100.00	0.00
											7,100.00	7,100.00	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
2025	200200000040	TUI:Pharmacy Prog Fee	2559140	PHARMACY SPECIAL TUITION	7,622,248.00	7,608,048.00	14,200.00

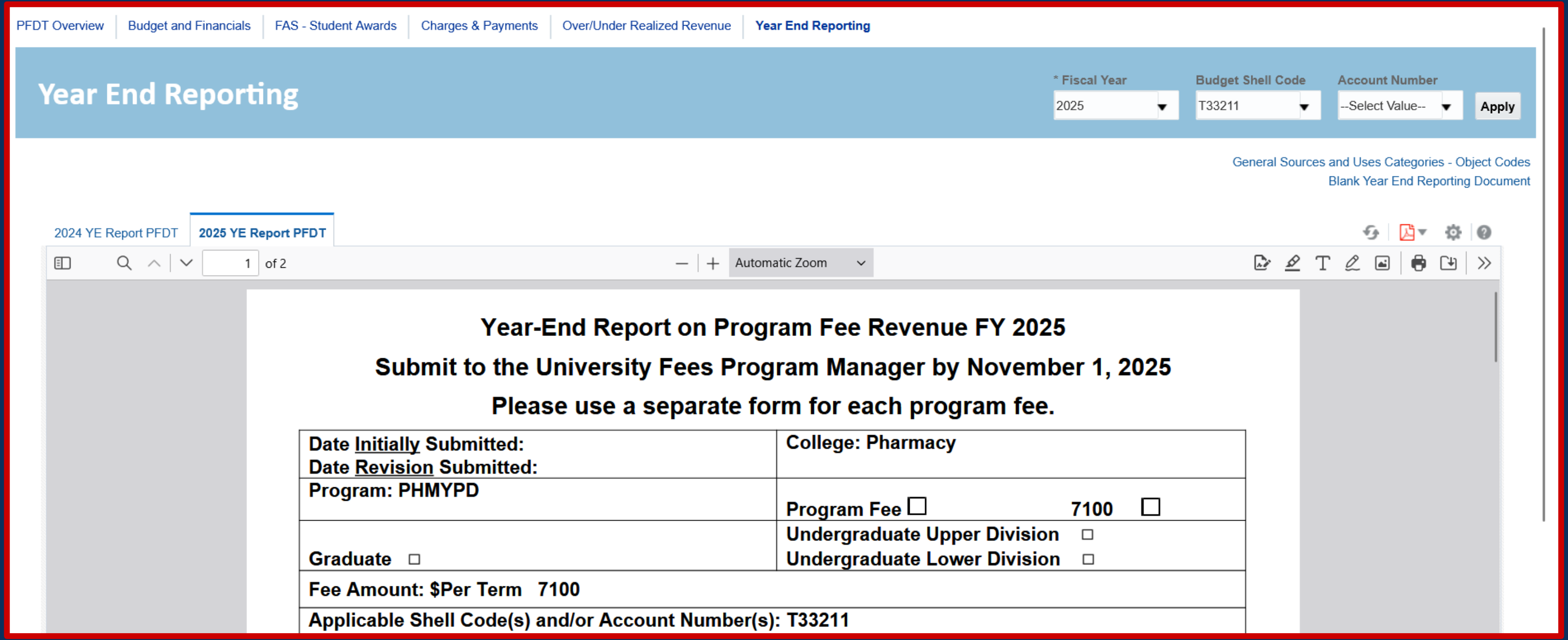
Totals at College Level & Per Student

- Charged Amount
- Payment Amount
- Balance Amount

Student ID	Full Name	Charge Amount	Payment Amount	Balance Amount
		7,100.00	7,100.00	0.00
		7,100.00	7,100.00	0.00
		7,100.00	7,100.00	0.00
		7,100.00	7,100.00	0.00
		7,100.00	7,100.00	0.00

Dashboard

Year-End Reporting



DEADLINE: November 1, 2025

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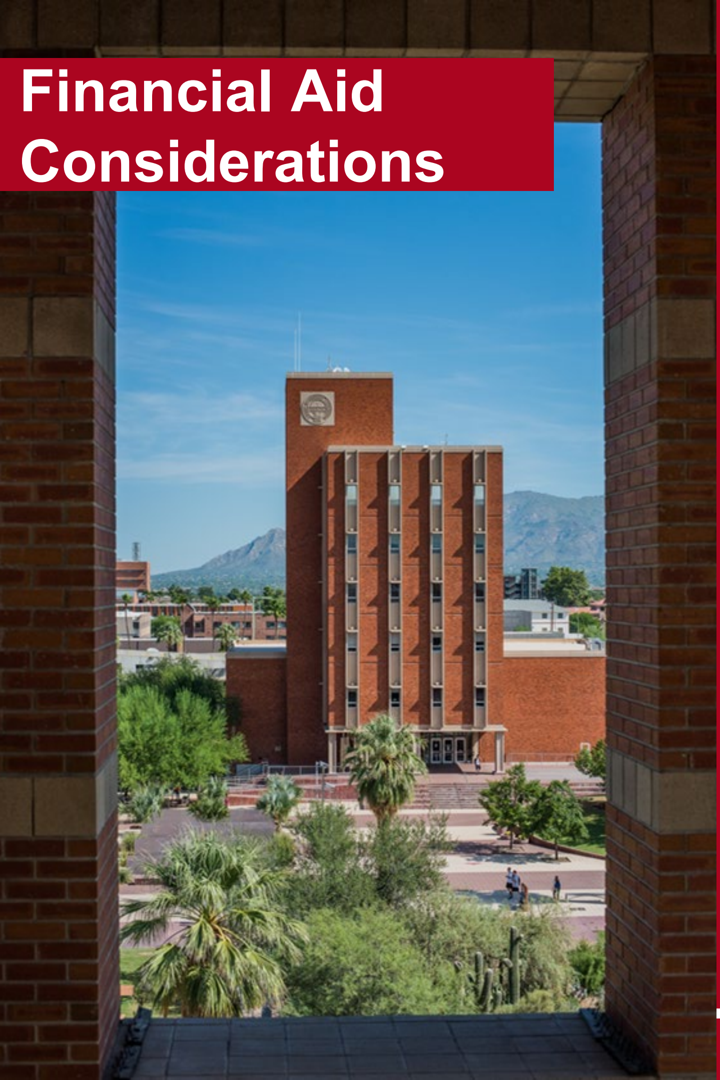
Year-End Reporting

Form

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

Financial Aid Considerations



Determining Need

COA – SAI = Need

- Financial aid eligibility is the difference between the Cost of Attendance (COA) and the Student Aid Index (SAI) (SAI replaced EFC with the simplified FAFSA implementation).
- A federal formula performs the needs analysis to determine the SAI. You might still see it labeled as EFC in some reports.
- Cost of attendance includes tuition and fees, housing and food, books, and other miscellaneous expenses, and is an estimated value (estimates for different categories are listed on financial aid website).

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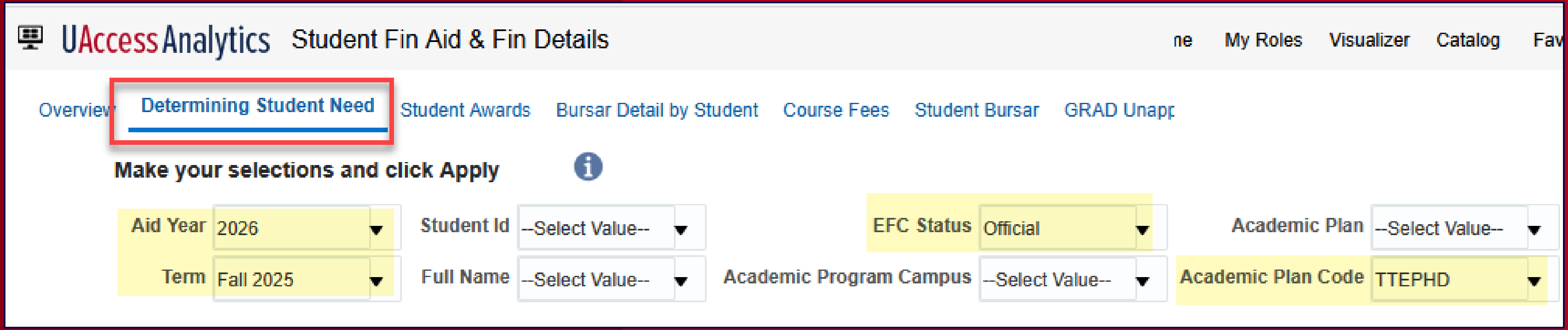
UAccess Analytics
Student Fin Aid & Fin Details Dashboard

Determining Student Need Report
Dashboard> Student> Student Fin Aid & Fin Details



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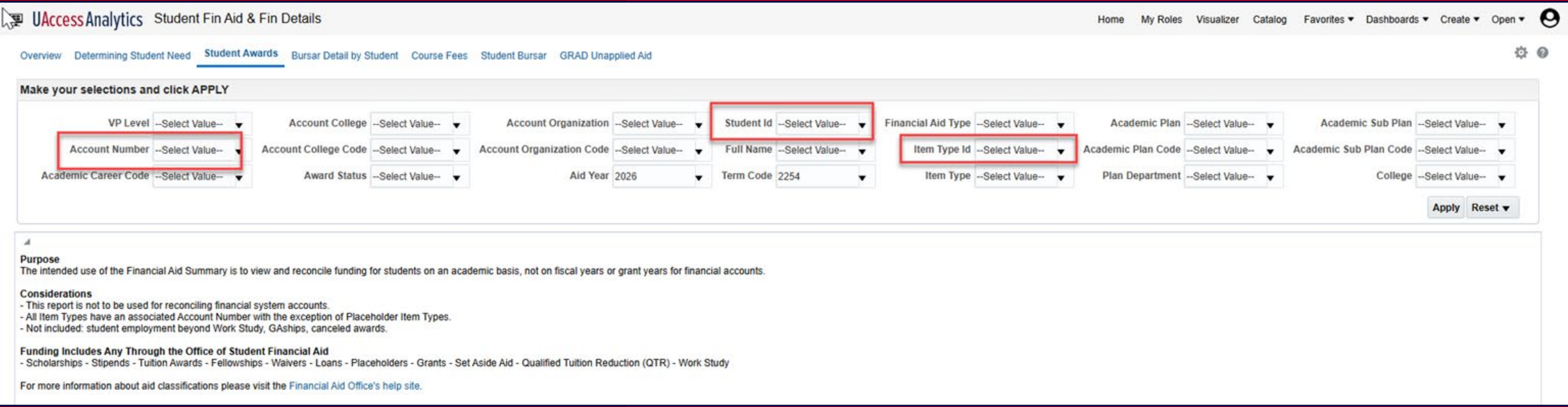
Reading the Report

Select a View: Student Need

Cost of Attendance	EFC Status	Federal Need	Gift Aid	Need After Gift Aid	Work Study Offered	Loans Offered	Total Offered	Unmet Need
35,708.00	Official	0.00	10,403.00	0.00	0.00	20,500.00	30,903.00	0.00
15,783.00	Official	8,081.00	3,227.00	4,854.00	0.00	12,556.00	15,783.00	0.00
38,100.00	Official	0.00	0.00	0.00	0.00	20,500.00	20,500.00	0.00
33,500.00	Official	24,454.00	0.00	24,454.00	0.00	20,500.00	20,500.00	3,954.00
21,120.00	Official	21,120.00	0.00	21,120.00	0.00	20,900.00	20,900.00	220.00
31,306.00	Official	31,306.00	5,000.00	26,306.00	0.00	26,306.00	31,306.00	0.00
52,300.00	Official	0.00	53,102.00	0.00	0.00	0.00	53,102.00	0.00
38,886.00	Official	33,989.00	0.00	33,989.00	0.00	38,400.00	38,400.00	0.00
0.00	Official	0.00	2,276.50	0.00	0.00	0.00	2,276.50	0.00
28,050.00	Official	10,425.00	0.00	10,425.00	0.00	12,500.00	12,500.00	0.00

UAccess Analytics
Check on Award Status

Student Awards Report
Dashboard> Student> Student Fin Aid & Fin Details



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

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Multiple Awards

- We are required to follow the rules of 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

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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.

Account Management and Planning

- Required processes
  - FAS Transfers
- Account management
  - Budget vs Cash
- Planning in Anaplan

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FAS Transfers

- Units process FAS transfers periodically (14% of Gross Revenue):
  - Quarterly
  - Monthly
  - Follow OBP's prior timeline - Spring and Year End
- Link to guide/instructions.
- Reminder: Use **sub-object code** FAS - necessary for tracking and reporting.
  - FAS sub object code will need to be created for object code 0939.

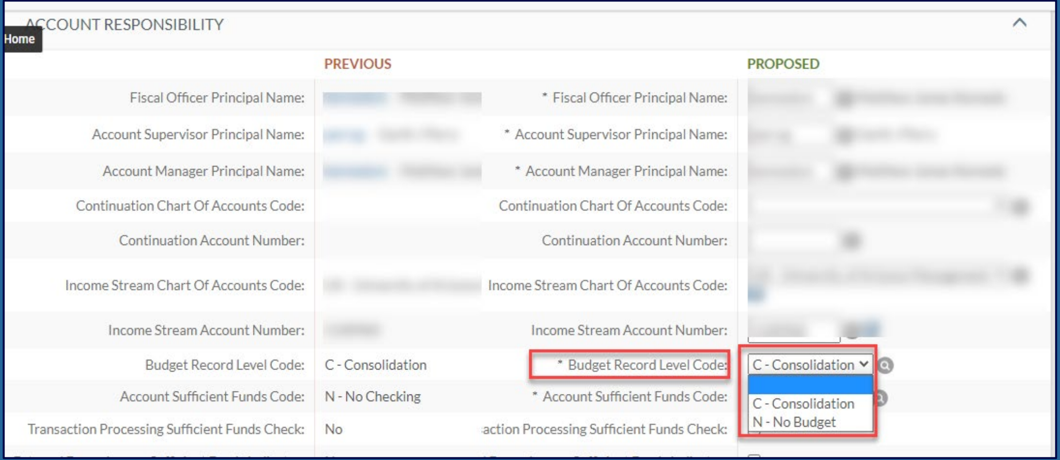
Cash vs. Budget Style Accounts

- Budgeted account style is optional.
- Consider conversion to budget style if your unit needs budget controls & planning visibility
- Link to guide/instructions.

Cash vs. Budget Style Accounts

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

UAccessFinancials -> Chart of Accounts -> Account



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Other Accounting Considerations

KFS Revenue Object Codes

- 0097 Program Fee - Graduate
- 0099 Differential Tuition - Graduate

Sub Fund: ALCPRG - Allocated Program Fees and Differentials

- Transfers outside the sub-fund are not allowed. FAS accounts are the exception.

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Planning in Anaplan

- Forecast cycle:
  - All Funds -> CY and BY 1 - 3
  - In-Year Forecast (IYF) -> CY
  - Original Budget -> BY1
- Calendar and training materials available in SharePoint

Planning in Anaplan

Process overview:

- Revenues in P&L - Page 8.3
  - Budget account C0100-Program Fees
- Labor expenses - Pages 8.2.1 - 8.2.3
- Operating Expenses in P&L - Page 8.3
- FAS transfers
  - All Funds - use Transfers page 3.1
  - IYF and Original Budget plan in P&L - Page 8.3
  - Transfer between CRS and FIN planning fund.
  - Budget account C0939-Transfer Internal

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Resources

- PFDT account management guides available in OBP website > Training Materials > Other Resources
  - Link to guide/instructions
- Anaplan Resources available in SharePoint
- For questions contact your Assigned Analyst

Things to Remember

- FAS Responsibilities
- Transfers
- Awards on Fee Accounts
- Approved Expenditures
- Updated Handbook

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Q&A

CONTACT INFORMATION

Dr. 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.

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