



Academic Fees Orientation
September 24, 2025

WEBINAR PANELISTS



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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



February



March



April

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

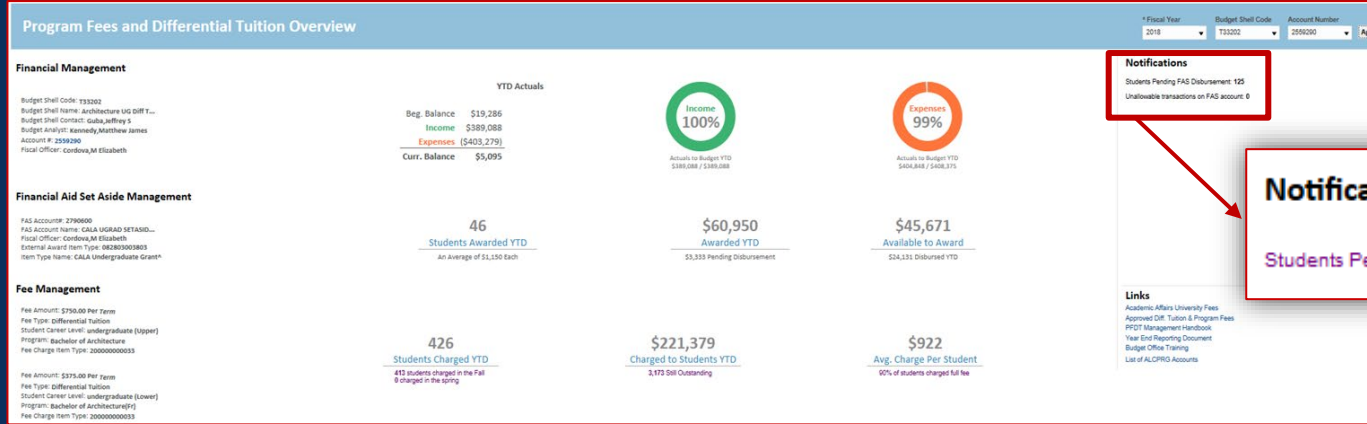
New Fee proposals or exceeding the growth rates are due to ABOR.

The Board holds its Tuition Workshop & Hearing meetings.

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

[PFDT Overview](#) | [Budget and Financials](#) | [FAS - Student Awards](#) | [Charges & Payments](#) | [Over/Under Realized Revenue](#) | **[Year End Reporting](#)**

Year End Reporting

* Fiscal Year: 2025 Budget Shell Code: T33211 Account Number: --Select Value-- [Apply](#)

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

2024 YE Report PFDT 2025 YE Report PFDT

1 of 2 Automatic Zoom

Year-End Report on Program Fee Revenue FY 2025

Submit to the University Fees Program Manager by November 1, 2025

Please use a separate form for each program fee.

Date <u>Initially</u> Submitted:	College: Pharmacy
Date <u>Revision</u> Submitted:	
Program: PHMYPD	Program Fee ☐ 7100 ☐
Graduate ☐	Undergraduate Upper Division ☐
	Undergraduate Lower Division ☐
Fee Amount: \$Per Term 7100	
Applicable Shell Code(s) and/or Account Number(s): T33211	

DEADLINE: November 1, 2025





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

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

- Financial aid eligibility is the difference between the Cost of Attendance (COA) and the Student Aid Index (SAI) (SAI replaced EFC 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).

UAccess Analytics

Student Fin Aid & Fin Details Dashboard

Determining Student Need Report

Dashboard> Student> Student Fin Aid & Fin Details

 **UAccess Analytics** Student Fin Aid & Fin Details

ne My Roles Visualizer Catalog Fav

Overview **Determining Student Need** Student Awards Bursar Detail by Student Course Fees Student Bursar GRAD Unapp

Make your selections and click Apply 

Aid Year 2026 ▼

Term Fall 2025 ▼

Student Id --Select Value-- ▼

Full Name --Select Value-- ▼

EFC Status Official ▼

Academic Program Campus --Select Value-- ▼

Academic Plan --Select Value-- ▼

Academic Plan Code TTEPHD ▼



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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

UAccess Analytics Student Fin Aid & Fin Details

Home My Roles Visualizer Catalog Favorites Dashboards Create Open

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

Make your selections and click APPLY

VP Level --Select Value--	Account College --Select Value--	Account Organization --Select Value--	Student Id --Select Value--	Financial Aid Type --Select Value--	Academic Plan --Select Value--	Academic Sub Plan --Select Value--
Account Number --Select Value--	Account College Code --Select Value--	Account Organization Code --Select Value--	Full Name --Select Value--	Item Type Id --Select Value--	Academic Plan Code --Select Value--	Academic Sub Plan Code --Select Value--
Academic Career Code --Select Value--	Award Status --Select Value--	Aid Year 2026	Term Code 2254	Item Type --Select Value--	Plan Department --Select Value--	College --Select Value--

Apply Reset

Purpose
The intended use of the Financial Aid Summary is to view and reconcile funding for students on an academic basis, not on fiscal years or grant years for financial accounts.

Considerations

- This report is not to be used for reconciling financial system accounts.
- All Item Types have an associated Account Number with the exception of Placeholder Item Types.
- Not included: student employment beyond Work Study, GAShips, canceled awards.

Funding Includes Any Through the Office of Student Financial Aid

- Scholarships - Stipends - Tuition Awards - Fellowships - Waivers - Loans - Placeholders - Grants - Set Aside Aid - Qualified Tuition Reduction (QTR) - Work Study

For more information about aid classifications please visit the [Financial Aid Office's help site](#).

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



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



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



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

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 N - No Budget
Transaction Processing Sufficient Funds Check:	No	Transaction Processing Sufficient Funds Check:



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.



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



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](#)

Q&A

CONTACT INFORMATION

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THANK YOU.

