Type:	UA University Fees
Business Process Name:	UAccess PFDT Request
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	UD: 03/01/2021
ABOR Policy:	4-101 & 4-104
Purpose:	This document is intended to guide the user through the process of submitting a request on the new PFDT workflow in UAccess Student Financials.

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

Before you start this process, you must have already completed the student consultation and the UA Peer Comparison Chart for this request, as you will need to submit this information and supporting documentation in the online form.

Procedure:

1. Navigate to UAccess Student – Administrative Staff
access.arizona.edu > UAccess Student > Administrative Staff
   a. Log in with your net Id
   b. Once at the landing page you will have to navigate to the UA Prgm Fee and Diff Tuit Req page
      o **If you do not have access yet, you will not be able to see this page. To request access follow the *PFDT Requester Access Procedure* on our website.**

2. Navigate to UA Prgm Fee and Diff Tuit Req page (open navigator)
Student Financials > Tuition and Fees > UA University Fees > UA Prgm Fee and Diff Tuit Req
   a. 2019-2020 is the first year we use the online workflow; therefore, the "find an existing value" tab does not produce any results. Click on "**Add a New Value**" tab.
   b. Click on Add. This will open the online form. See Appendix A to view the full online application per tab.

UA PgmFee/DiffTuit Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Request Number: begins with ⌄ [   ]
Approval Status: = ⌄ [⌄]
College: begins with ⌄ [   ]
Academic Career: = ⌄ [⌄]
Career Level: = ⌄ [⌄]

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

UA PgmFee/DiffTuit Request

| Find an Existing Value | Add a New Value |

Request Number: [NEW]

[Add]

Find an Existing Value | Add a New Value

i. Fee Details tab:
1. All fields marked with an asterisk* are required.

IMPORTANT: If this is a Graduate degree program, you must use ==GDEG== in the PROGRAM box and then select the PLAN.

*College [SBSC] 🔍 College of Social & Behav Sci
Department(s)
*DeptID: [3008] 🔍 Sch of Geography & Development   *P

*Program Fee Type: ● Program Fee ○ Differential Tuition
Program/Plan(s)

*Program: [==GDEG==] 🔍 Graduate Degree Seeking
*Plan: [GISTMS] 🔍 Geographic Info Sys Tech

ii. Narrative tab:
1. All boxes need to be completed (Purpose, Justification and Student Consultation).
2. Aside from answering the **Student Consultation** box, you can attach supporting documentation of the student consultation (sign in sheet, copy of referenda, copy of agenda, etc.). It is not required to attach this, but it helps for approval.
3. For the **Market Pricing** box, it is required to attach your completed UA Peer Comparison Chart.
4. Lastly, attach the ABOR form associated to your request: NEW or CHANGE to existing fee, see Appendix C for a list of the forms and visit our website for the actual fillable PDF. If you do not attach this form at time of submission, the fees manager will contact you for submission of this form through email.
   o **The online form is for UA record keeping, the ABOR PDF is for actual ABOR submission**.

Note: Both forms ask for the same information. With the difference, that the PDF table calculation is for ANNUAL revenue/expenditure, and the online application accountability tab calculates for PROGRAM length (2 years+). It is easier to copy/paste relatable information from one form to the other and complete both at the same time.

iii. Accountability tab:
1. The answers from prior tabs will pre-populate this tab.
2. Continue to answer all the boxes until the "Total Revenue minus Total Cost" line = $0. You will not be able to submit this form until revenue and expense balances.

3. Add an explanation of other expenses if you answer anything other than $0.

c. If you do not have the requester role, you will get an error message:

Message

You are not a Program Fee/Differential Tuition requester. Please request the UA_SA_SF PFDT Requester role be added to your user.

The PeopleCode program executed an Error statement, which has produced this message.

OK
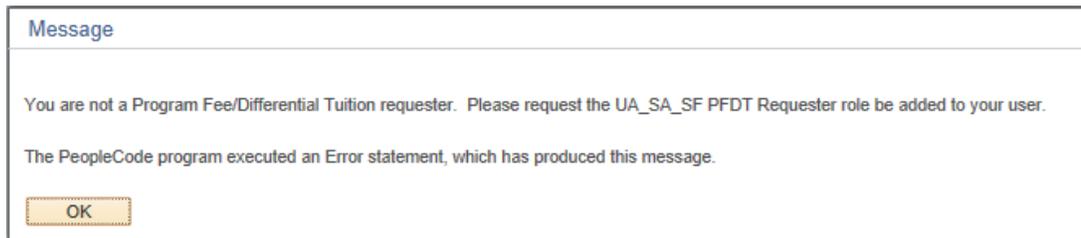
o **To request access follow the PFDT Requester Access Procedure on our website.**

d. Once the form is submitted, the Provost Office will review the request and contact you if further information is needed. The final request will be submitted for ABOR review in February/March. The board meets in April for Tuition & Fees Setting. Fee decision will be notified to the requester around May. For a diagram of the process see Appendix D.

Appendix A – Online Form

Fee Details Tab

| Fee Details | Narrative | Accountability | Related |

Request Details

Request Number NEW   Approval Status Not Submitted

*This request is an amendment to an existing fee?   ○ Yes ● No

*Is this a Curricular Affairs Approved Dual Degree?   ○ Yes ● No

    If yes, with what Department? [   ]

*College [   ] 🔍

Department(s)   Find   First ◀ 1 of 1 ▶ Last

*DeptID: [   ] 🔍   *Percent Owned [   ]   ➕ ➖

*Program Fee Type: ● Program Fee   ○ Differential Tuition

Program/Plan(s)

                                                     Find   First ◀ 1 of 1 ▶ Last

*Program: [   ] 🔍   ➕ ➖
*Plan: [   ] 🔍

**If the Program/Plan is not listed above, it's possible that the program fee is being requested after ABOR approval and before Curricular Affairs adds the program. Please contact Curriculum Affairs for more information.

Please enter additional Program/Plan information

[   ]

*Career: [Undergraduate ▼]   *Level: [▼]

The Proposed fee will be charged: Per Unit ●   Per Term ○
The expected number of units to complete the program is: [0]
The amount charged per unit will be: [0.00]

Proposed Fee Amount: 0.00   *This amount is in addition to base tuition and mandatory
                                     fee(s).

Other Applicable Fees in College/School   Resident: Non-Resident:

Number of programs with fee within the same college: [   ]   [   ]

Percent of programs with a fee within the same college: [   ]   [   ]

Number of classes within the college with a fee: [   ]   [   ]

Percent of classes within the college with a fee: [   ]   [   ]

*Proposed Effective Term: [   ] 🔍   *If the request will be submitted to ABOR in the spring,
                                            the fee cannot begin the following summer term.

Requestor Information

Name: Sesteaga,Martha L   Department: Office of Academic Affairs

Email: sa-dummy-emails@list.arizona.edu   Date: 11/14/2018

Phone: 520/621-3046

Comments   Find   First ◀ 1 of 1 ▶ Last

                                                       ➕

[   ]

| Submit | Cancel |

| Save |

Narrative Tab

Fee Details	**Narrative**	Accountability	Related

Purpose (Please provide a brief statement detailing the purpose of the tuition, including the anticipated expenditures or tuition revenue and benefits the tuition will provide students.)

Justification (Please provide a brief statement on what the proposal is intended to pay for and how much the costs will be covered by the incremental revenue.)

Student Consultation (Please describe the method and outcomes of student consultation.)

Market Pricing (Please attach your UA Peer Comparison Chart.)

https://academicaffairs.arizona.edu/university-fees-differential-tuition

Attachments

	Attached File	View File	Add File	
1		View File	Add File	−

**Preferred file format of .doc or .pdf.

Fee Details | Narrative | Accountability | Related

| Fee Details | Narrative | **Accountability** | Related |

Accountability Table

Proposed Fee Amount per Student (per Unit or per Term):	$0.00
Total number number of units/terms to complete program:	0
Anticipated Number of Students Paying the Fee Annually:	0
Total Anticipated Revenue:	$0.00

Proposed Institutional Costs

Financial Aid Set Aside Amount @	14.00 %	$0.00
Administrative Charge @	15.88 %	$0.00
Anticipated Annual Net Amount Available for Proposed Annual Expenditures:		$0.00

Proposed Annual Expenditures

Institutional and Advising Personnel (with ERE):		$0.00
Support Staff Expenses (with ERE):		$0.00
Operating Expenses:	$0.00	
Student Services:	$0.00	
Other Expenses *Please explain what is included in the Other Expenses text box below	$0.00	
Total ABOR Operating Expenses:		$0.00
Total Program Costs:		$0.00

Total Revenue minus Total Cost:	$0.00

Explaination of Other Expenses

Fee Details | Narrative | Accountability | Related

Appendix B – Tools

UA Peer Comparison Chart

	The University of Arizona							
	2018-19 Tuition & Mandatory Fees with Peers							
	Undergraduate Resident				Undergraduate Non-Resident			
	2018-2019 Tuition & Fees Resident	2019-2020 Projected Tuition & Fees @ 2%	Requested Fee	2019-2020 Total Projected + Requested Tuition & Fees	2018-2019 Tuition & Fees Non-Resident	2019-2020 Projected Tuition & Fees @ 2%	Requested Fee	2019-2020 Total Projected + Requested Tuition & Fees
University of Florida	6,381	6,509		6,509	28,658	29,231		29,231
North Carolina-Chapel Hill	8,987	9,167		9,167	35,170	35,873		35,873
University of Iowa	9,267	9,452		9,452	31,233	31,857		31,857
University of Wisconsin-Madison	10,556	10,767		10,767	36,805	37,541		37,541
University of Maryland	10,595	10,807		10,807	35,216	35,920		35,920
The University of Texas at Austin	10,606	10,818		10,818	37,480	38,230		38,230
The Ohio State University	10,726	10,940		10,940	30,742	31,357		31,357
Texas A&M University	10,968	11,187		11,187	36,636	37,369		37,369
University of Washington	11,207	11,431		11,431	36,588	37,320		37,320
University of Arizona	12,467	12,716		12,716	36,366	37,093		37,093
University of California-Los Angeles	13,201	13,465		13,465	42,193	43,037		43,037
University of California-Davis	14,402	14,690		14,690	43,394	44,262		44,262
Michigan State University	14,460	14,749		14,749	39,765	40,560		40,560
University of Minnesota-Twin Cities	14,693	14,987		14,987	30,371	30,978		30,978
University of Illinois at Urbana-Champaign	16,004	16,324		16,324	32,574	33,225		33,225
Pennsylvania State University-University Park	18,454	18,823		18,823	34,858	35,555		35,555

	Graduate Resident				Graduate Non-Resident			
	2018-2019 Tuition & Fees Resident	2019-2020 Projected Tuition & Fees @ 2%	Requested Fee	2019-2020 Total Projected + Requested Tuition & Fees	2018-2019 Tuition & Fees Non-Resident	2019-2020 Projected Tuition & Fees @ 2%	Requested Fee	2019-2020 Total Projected + Requested Tuition & Fees
University of Florida	12,737	12,992		12,992	30,130	30,733		30,733
North Carolina-Chapel Hill	12,212	12,456		12,456	29,423	30,011		30,011
University of Iowa	11,336	11,562		11,562	30,277	30,882		30,882
University of Wisconsin-Madison	12,010	12,250		12,250	25,336	25,843		25,843
University of Maryland	18,828	19,205		19,205	38,772	39,547		39,547
The University of Texas at Austin	11,720	11,954		11,954	22,622	23,074		23,074
The Ohio State University	12,425	12,673		12,673	34,929	35,627		35,627
Texas A&M University	9,598	9,790		9,790	20,950	21,369		21,369
University of Washington	16,590	16,922		16,922	28,881	29,459		29,459
University of Arizona	13,044	13,305		13,305	33,393	34,061		34,061
University of California-Los Angeles	12,943	13,202		13,202	28,045	28,606		28,606
University of California-Davis	13,570	13,841		13,841	28,672	29,245		29,245
Michigan State University	18,132	18,495		18,495	35,628	36,341		36,341
University of Minnesota-Twin Cities	18,583	18,955		18,955	27,931	28,490		28,490
University of Illinois at Urbana-Champaign	16,910	17,248		17,248	31,634	32,267		32,267
Pennsylvania State University-University Park	22,578	23,030		23,030	38,012	38,772		38,772

Notes:
1. University of Arizona excludes select fees that are considered refundable by ABOR staff. They are the Media Fee, which replaced the KAMP Fee, the Recreation Center Program Fee (Rec Prog) and the Wildcat Fee. In FY 2016 those fees totaled $19.88.
2. Michigan State and Texas-Austin include fees in the tuition as a flat rate. Michigan State reports their tuition as a flat rate with no fees. Texas-Austin reports only a tuition and fee total.

Appendix C – ABOR PDF Forms

ABOR Form for NEW Differential Tuition

Regents | ARIZONA'S PUBLIC UNIVERSITIES

DIFFERENTIAL TUITION - NEW

Rev 2-19-18

University: Choose one ... ▼   College/School: _____

Department: _____   Program: _____

◉ Both   ○ Graduate   ○ Undergraduate   Both   ▼

Resident: _____ /semes ▼   Effective Date of Change: Fall ▼ 2018
Proposed Fee   (this field you may enter other option just by typing it in box)

Non-Resident: _____ /semes ▼   Effective Date of Change: Fall ▼ 2018
Proposed Fee   (this field you may enter other option just by typing it in box)

Other Applicable Fees in College/School	Resident:	Non-Resident:
Number of programs with a fee within the same college:	_____	_____
Percent of programs with a fee within the same college:	0%	0%
Number of classes within the college with a fee:	_____	_____
Percent of classes within the college with a fee:	0%	0%

Purpose (Please provide a brief statement detailing the purpose of the tuition, including the anticipated expenditures of tuition revenue and benefits the tuition will provide students.)

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)

MARKET PRICING

Institution	Degree	Annual Price		
		Resident	Nonresident	Online

BUDGET

Financial Aid Set Aside (FSA) Amount: 0.0%

Proposed Annual Revenue

Differential Tuition	$	
Number of Students	#	
Total Revenue	=	$ 0.00

Proposed Annual Expenditures

Financial Aid Set Aside	$	$ 0.00
Administrative Service Charge	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total Program Costs	=	$ 0.00

Abor Form for CHANGE to Existing Differential Tuition

DIFFERENTIAL TUITION - CHANGE TO EXISTING   Rev 2-19-18

University: Arizona State University   College/School: _____

Department: _____   Program: _____

◉ Both   ○ Graduate   ○ Undergraduate   Upper Division   Choose One Option

Resident:

	/semester		/semester	Effective Date: Fall	2018
_____	Current Rate	_____	Proposed Rate	(this field you may enter other option just by typing it in box)	

Non-Resident:

	/semester		/semester	Effective Date: Fall	2018
_____	Current Rate	_____	Proposed Rate	(this field you may enter other option just by typing it in box)	

Differential Tuition History:

Resident: Most Recent Date & Change to fee (Date/Amount)
Date Tuition Established Fall   2018   and original amount _____   Spring   2018   _____

                                                             Most Recent Date & Change to fee (Date/Amount)
Non-Resident:
Date Tuition Established Spring   2018   and original amount _____   Spring   2018   _____

Other Applicable Fees in College/School	Resident:	Non-Resident:
Number of programs with a fee within the same college:	_____	_____
Percent of programs with a fee within the same college:	0%	0%
Number of classes within the college with a fee:	_____	_____
Percent of classes within the college with a fee:	0%	0%

Purpose (Please provide a brief statement detailing the purpose of the tuition, including the anticipated expenditures of tuition revenue and benefits the tuition will provide students.)

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)

MARKET PRICING

Institution	Degree	Annual Price		
		Resident	Nonresident	Online

BUDGET

Financial Aid Set Aside (FSA) Amount: 0.0%

Proposed Annual Revenue

Differential Tuition	$	
Number of Students	#	
Total Revenue	=	$ 0.00

Proposed Annual Expenditures

Financial Aid Set Aside	$	$ 0.00
Administrative Service Charge	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total Program Costs	=	$ 0.00

ABOR Form for NEW Program Fee

PROGRAM FEE REQUEST - NEW

Rev 2-19-18

Regents

University: Choose one ...   College/School: _____

Department: _____   Program: _____

○ Both   ○ Graduate   ⊙ Undergraduate Upper Division   Choose One Option

Resident:
_____
                              /semester   Effective Date: Fall   2018
_____ Proposed Fee   (this field you may enter other option just by typing it in box)

Non-Resident:
_____
                              /semester   Effective Date: Fall   2018
_____ Proposed Fee   (this field you may enter other option just by typing it in box)

Other Applicable Fees in School/Program   Resident: Non-Resident:

Applicable Differential Tuition: _____   _____

Number of classes within the program with a fee: _____   _____

Percent of classes within the program with a fee: 0%   0%

Purpose (Please provide a brief statement detailing the purpose of the tuition, including the anticipated expenditures of tuition revenue and benefits the tuition will provide students.)

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)

MARKET PRICING

Institution	Degree	Annual Price		
		Resident	Nonresident	Online

BUDGET

Financial Aid Set Aside (FSA) Amount: 0.0%

Proposed Annual Revenue

Program Fee	$	
Number of Students	#	
Total Revenue	=	$ 0.00

Proposed Annual Expenditures

Financial Aid Set Aside	$	$ 0.00
Administrative Service Charge	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total Program Costs	=	$ 0.00

Abor Form for CHANGE to Existing Program Fee

PROGRAM FEE REQUEST - CHANGE TO EXISTING

Regents [logo]

University: Choose one ...

College/School: _____

Department: _____

Program: _____

○ Both   ○ Graduate   ○ Undergraduate

Resident:

/semester		/semester	
Current Rate		Proposed Rate	

Effective Date: Fall   2018
(this field you may enter other option just by typing it in box)

Non-Resident:

/semester		/semester	
Current Rate		Proposed Rate	

Effective Date: Fall   2018
(this field you may enter other option just by typing it in box)

Program Fee History:

Most Recent Date & Change to fee (Date/Amount)

Resident:
Date Fee Established Fall   2018   and original amount _____   Fall   2018   _____

Most Recent Date & Change to fee (Date/Amount)

Non-Resident:
Date Fee Established Fall   2018   and original amount _____   Fall   2018   _____

Other Applicable Fees in School/Program   Resident: Non-Resident:

Applicable differential tuition amount: _____   _____

Number of classes within the program with a fee: _____   _____

Percent of classes within the program with a fee: 0% _____   0% _____

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)

MARKET PRICING

Institution	Degree	Annual Price		
		Resident	Nonresident	Online

BUDGET

Financial Aid Set Aside (FSA) Amount: 0.0%

Proposed Annual Revenue

Program Fee Amount	$	
Number of Students	#	
Total Revenue	=	$ 0.00

Proposed Annual Expenditures

Financial Aid Set Aside	$	$ 0.00
Administrative Service Charge	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total Program Costs	=	$ 0.00

Appendix D – PFDT Request Process

UA PFDT Process Diagram

PROGRAM FEE AND DIFFERENTIAL TUITION (PFDT) REQUEST

Planning Stage	Fall	December	January/ February	March/ April

Decision is made to pursue PF or DT to fund enhancements to the student experience

Identify student population & their program(s). Are there any required courses within the program that have course fees?

— YES —

— NO —

The purpose of these course fees must be reviewed to make sure they do not overlap with the purpose of the PFDT. The university fees committee will consider the full cost of attendance (COA) for the student before routing this request to ABOR by using the COA report from Analytics.

Draft Budget for enhancement.

Is student population contained in all graduate or undergraduate academic programs in a college, school or campus?

— NO —

Review ABOR policies and budget information regarding program fees.

— YES —

Review ABOR policies and budget information regarding differential tuition.

Must get access to online form. For request process details visit the PFDT Resources website for procedures.

Download and complete the UA Peer Comparison Chart from University Fees website (required).

Colleges' requester completes the correct request form; Program Fee or Differential Tuition on UAccess workflow.

Obtain student input (required).

Finalize budget for program enhancements.

D E A D L I N E

Collaborate with Academic Affairs to finalize request(s).

Fees Manager submits request to ABOR

ABOR Meeting/ ABOR Decision.