CLASS FEE REQUEST

Planning Stage	Fall	December	January/February	March/April	May

Decision is made to pursue class/course fee to fund higher cost of instruction. For an already approved course.

Identify student population & their program(s). Is there any active program fee or differential tuition (PFDT) for college/program the course belongs too?

NO

YES

The purpose of the PFDT fees must be reviewed to make sure they do not overlap with the purpose of the CF. 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.

Have Faculty complete the *Preparation Documents for Initiator.*

Type of Request:

Modification Requests: Has the fee been implemented for at least 4 terms?

New Requests: follow the "Yes" path.

NO

Per UA policy the fee must be implemented for four terms before an increase can be done.

Is the request a reduction or deletion?

Yes

Must complete training and get access to online form. For access and request procedures look at the *"Initiator Instructions for CF Workflow Process"* procedures.

Prepare and itemized cost breakdown and any other supporting documentation needed for the approval of the fee.

Complete the correct request form on UAccess workflow and ABOR pdf. Attach all documents.

The University Fees Manager, Dept. Heads, and University Fees Committee give preliminary approval.

D E A D L I N E

Requester collaborates with Academic Administration to finalize request

University Fees Manager submits request to ABOR

ABOR Decision.

New account and Item type will be needed for the proper managing of this fee. Pooled class fees are allowed, per UA policy those with 5k+ revenue get their own account.