NON-ACADEMIC FEE REQUEST

User fees levied not as the result of enrollment as a student in the university, in a program of the university, or in a class offered by the university.

Planning Stage	Fall		December	January/ February	March/April	May

Decision is made to pursue Non-Academic Fee to fund the cost of certain service(s) that benefits students and is NOT levied by enrollment.

Identify student population. Is there any active fee that the student is already paying, take into account the Cost of Attendance and the purposes of those fees.

The purpose of any Academic Fee or Non-Academic Fee must be reviewed to make sure it does not overlap with the purpose of the fee request. The Academic Administration will consider the full cost of attendance for the student before routing this request to the Provost.

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

Complete the PDF form and prepare an itemized cost breakdown and any other supporting documentation needed for the approval of the fee.

Email the completed form to the University Fees Manager and cc the Associate Vice Provost for Academic Administration.

The Associate Vice Provost for Academic Administration gives preliminary approval.

DEADLINE

The form is submitted to the Office of Provost. Provost decides.

Requester will be contacted with the decision.

The Office of the President is notified of approval.

The department must decide how the charges and billing will be done.

The department can choose to use the Bursars Office to do the billing. If so, they will need to request an item type and then get security to the item type and then post charges. There is a training on how to post charges. If Bursars Office is not used, the Department will have to do all charges, billing, reimbursement, etc. and notify the University Fees manager of their management plan.