OTHER ACADEMIC FEE REQUEST
Consist of other fees levied as a result of enrollment.

Planning Stage

**Decision is made to pursue Other Academic Fee to fund the cost of certain service(s) that benefits students and is 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 the Other Academic Fee must be reviewed to make sure it does not overlap with the purpose of any active fees. 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.

**Type of Request**

- Modification Requests: Has the fee been implemented for at least 4 terms?
  - Yes: 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? If so, follow the “Yes” Path.

- New Requests: follow the “Yes” path.
  - Must complete the ABOR pdf fillable forms (for New or Change).

**Fall**

- The University Fees Manager and University Fees Committee give preliminary approval.

- Prepare and 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.

- Requester collaborates with Academic Administration to finalize request.

**December**

- University Fees Manager submits request to ABOR

**January/February**

- ABOR Decision
  - Yes
  - No

**March/April**

- New account and Item type will be needed for the proper managing of this fee. This fee must also be publish on a University website.