OTHER ACADEMIC FEE REQUEST

Consist of other fees levied as a result of enrollment.

Planning Stage	Fall	December	January/February	March/April

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. he 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?

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? If so, follow the "Yes" Path.

YES

Must complete the ABOR pdf fillable forms (for New or Change).

Complete Student Consultation from Elected student representatives (College councils & Associated student government) REQUIRED.

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 Vice Provost for Undergraduate Education.

DEADLINE

Requester collaborates with Academic Administration to finalize request

The University Fees Committee meets to review all fee proposals and vote on whether or not it should be forwarded to ABOR.

Fee proposals, worksheets and forms due to ABOR (Feb/March).

ABOR Tuition & Fees (T&F) Hearing, & Workshop Meetings happen.

ABOR T&F Setting meeting (Board votes on T&F).

New account and Item type will be needed for the proper managing of this fee. This fee must also be publish on the University website. One-time fees are managed/posted by the department and not through tuition calculation.