WEBINAR PANELISTS

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Senior Analyst, Budget and Financial
Program Fees & Differential Tuition (PFDT) Orientation

Academic Administration
Office of Scholarships and Financial Aid
Office of Budget and Planning
September 28, 2022
WELCOME
AGENDA

- NEW COURSE FEE WEBSITE
- PFDT DASHBOARD & YEAR-END REPORTING
- FINANCIAL AID CONSIDERATIONS
- BUDGETING
- THINGS TO REMEMBER
- ANNOUNCEMENTS - Important Changes
- QUESTIONS
PFDT DASHBOARD

- UAccess Analytics>
- Dashboards>
- Student>
- Course and Fee Management>
- Program Fees and Differential Tuition (tab)>
PFDT OVERVIEW

Financial Management
- Beginning Balance
- Income
- Expense
- Current Balance
- % of Usage

FAS Management
- Students Awarded YTD
- Awarded YTD amount
- Available to Award
- Pending Disbursement
- Disbursed amount YTD

Fee Management
- Students Charged YTD
- Charged to Students
- Outstanding amount
- Avg. Charge / student
BUDGET & FINANCIALS

Actuals & Budget
- Actuals YTD (Categories)
- Budget Vs. Actuals YTD
- Budget Balance + Encumbrances YTD

Visuals
- Allocations from Net Revenue
- Income Vs. Expenses Trend
- Expenditures by Category Trend
Charges & Payments

Totals at College Level & Per Student

- Charged Amount
- Payment Amount
- Balance Amount
**Year-End Reporting**

**Year-End Report of Program Fee or Differential Tuition Revenue FY 2022**

Submit to the University Fees Manager by November 1, 2022

<table>
<thead>
<tr>
<th>Date Initially Submitted:</th>
<th>College: College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Revision Submitted:</td>
<td>Program Fee □, Differential Tuition □</td>
</tr>
<tr>
<td>Program: Undergraduate Upper Division</td>
<td></td>
</tr>
<tr>
<td>Graduate □</td>
<td>Undergraduate Upper Division □</td>
</tr>
<tr>
<td>Undergraduate Lower Division □</td>
<td></td>
</tr>
<tr>
<td>Fee Amount: $900 Per Term</td>
<td></td>
</tr>
<tr>
<td>Applicable Shell Code(s) or Account Number(s): T33204</td>
<td></td>
</tr>
<tr>
<td>Sources of Program Fee or Differential Tuition Revenue:</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>General Categories of Fee Sources</td>
<td></td>
</tr>
</tbody>
</table>

**DEADLINE NOVEMBER 1, 2022**
Year-End Reporting

• Balance Report – Budget Shell Code
• Pre-Populated Form
  ✔ Verify Data - Correct fiscal year
  ✔ Must enter Summer Data manually
  ✔ One form for each PFDT
  ✔ Attach any additional pages
• Justification & Narrative
• Signatures
PFDT: Financial Aid Considerations
Determining Need

**COA – EFC = NEED**

- Financial aid eligibility is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC)

- A federal formula performs the needs analysis to determine the EFC

- Cost of attendance includes tuition and fees, room and board, books and miscellaneous expenses, and is an estimated value (estimates for different categories are listed on OSFA website)
UAccess Analytics

Student Fin Aid & Fin Details Dashboard

• Determining Student Need Report

Path to the report:

Dashboards > Student > Student Fin Aid & Fin Details
### Reading the Report:

<table>
<thead>
<tr>
<th>Cost of Attendance</th>
<th>EFC Status</th>
<th>Federal need</th>
<th>Gift Aid</th>
<th>Need after gift aid</th>
<th>Work Study offered</th>
<th>Need before loans</th>
<th>Loans offered</th>
<th>Total offered</th>
<th>Unmet need</th>
</tr>
</thead>
<tbody>
<tr>
<td>13,407.00</td>
<td>Official</td>
<td>-39,815.00</td>
<td>3,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,500.00</td>
<td>0.00</td>
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<tr>
<td>33,050.00</td>
<td>Official</td>
<td>18,748.00</td>
<td>16,361.00</td>
<td>2,387.00</td>
<td>0.00</td>
<td>2,387.00</td>
<td>16,689.00</td>
<td>33,050.00</td>
<td>0.00</td>
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<tr>
<td>23,282.00</td>
<td>Official</td>
<td>23,282.00</td>
<td>12,291.00</td>
<td>10,991.00</td>
<td>0.00</td>
<td>10,991.00</td>
<td>3,788.00</td>
<td>16,079.00</td>
<td>7,203.00</td>
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</table>
Check on Award Status

UAccess Analytics

- Student Awards Report

Path to the report:

Through the PFDT dashboard OR

Dashboards > Student > Student Fin Aid & Fin Details
Student Award

Using the Report Prompts:

Can enter a list of SID-s, KFS numbers or item types
Multiple Awards

We are required to follow the rules for the most restrictive award.

Set-Aside has “highly restrictive” rules, all other aid on a student’s account must follow these restrictions if a student is awarded set-aside. This includes, but is not limited to:

- ✔ Merit scholarships
- ✔ Donor scholarships
- ✔ Subsidized loans
Changes to Awards

Loan Reduction

- Though not always intended, loan reduction is a POSITIVE outcome when awarding scholarships/grants
- Students are given an opportunity to appeal
- If a loan has not been accepted, we will automatically reduce unaccepted loans to clear over-awards
Notifying Students of Set-aside Award

Emails to students should include:

- Deadline for disbursement
- FAFSA filing requirement/demonstrating need
- Disclaimer that an award can be canceled if student changes programs, reduces enrollment, or receives additional awards
- Students must be meeting Satisfactory Academic Progress as determined by OSFA
- Loan and Federal Work-Study eligibility may be reduced
PFDT: BUDGETING
# Budget Cycle for Program Fees

<table>
<thead>
<tr>
<th>When:</th>
<th>What:</th>
<th>Who:</th>
</tr>
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<tbody>
<tr>
<td>January - February</td>
<td>Submit Current Year Budget Revision, Next Year Budget &amp; 2-Year Plan in Axiom for existing and new fees</td>
<td>Departments/Colleges</td>
</tr>
<tr>
<td>March - April</td>
<td>Review and approve next year Budget</td>
<td>OBP, CFO, Provost</td>
</tr>
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</table>
| March-June      | 1. Process Over/Under Realized Revenue  
|                 | 2. Set up new accounts for approved fees   
|                 | 3. Submit Axiom "KFS Load Tool"                      | 1. OBP   
|                 | 2. OBP                                          | 3. Departments/Colleges       |
| July            | 1. Load Original Budget to KFS from the KFS Load Tool  
|                 | 2. Process Year End Over/Under Realized Revenue       | OBP                          |
| July - August   | Process assessments: Financial Aid (FAS) 14% and Strategic Budget Allocation (SBA) 15% based on Current Year Budgets | OBP                          |
| Fall            | 1. Revise current year budget by processing RBC Budget Revision   
|                 | 2. Review budget plans with leadership in preparation for January | Departments/Colleges          |
Accounting Considerations

• KFS Revenue Object Codes
  • 0096: Program Fee Undergraduate
  • 0097: Program Fee Graduate
  • 0098: Differential Tuition Undergraduate
  • 0099: Differential Tuition Graduate

• Transfer Out Sub Object Codes
  • 7939-FAS - 14% of Gross Revenue
  • 7930-SBA - 15% of Net Revenue
Accounting Considerations

PFDT Dashboard "Over/Under Realized Revenue"
Planning Your Budget in Axiom (Jan/Feb)

- Axiom > Operating Budget Module > Budget and Transfers Tabs
- Use Budget Object B0090 to plan revenue
- Plan for FAS and SBA assessments in the Transfers Tab
- Training videos and guides available in the planning website
Set FY24 Budget Load in Axiom (May/June)

- Axiom> KFS Load
- Training videos and guides available in the planning [website](#)
Budget Reporting

• Axiom Reporting
  • Operating Budget & Trend Report (2-year history with planned years)

• AZ Board of Regents
  • University of Arizona Annual Budget
Things to Remember

• Transfers
• Encumbrances
• Awards on PFDT Accounts
• Approved Expenditures
ANNOUNCEMENTS

• Modification to existing Academic Fees or New Academic Fee proposals will NOT be accepted for academic year 2023-2024.

• Non-Academic Fees are still accepted.

• Updated ABOR policy to be published November 2022.
QUESTIONS

CONTACT INFORMATION

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