

**NON-ACADEMIC FEES REQUEST**  
**University of Arizona**

“Non-academic fees” are 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. Examples include, parking entry, extracurricular, graduation, copy and other administrative fees.

**Request Information** (Please complete each box and mark all that apply; answer N/A if field doesn't applied)

<b>College/ School:</b>
<b>Department/ Unit:</b>
<b>Fee Title:</b>
<b>Fee Applies to:</b>

<b>New Fee</b>	\$ _____			
	(Proposed)	_____	(Effective Term)	
<b>Existing Fee</b>	\$ _____	_____	_____	-----
	(Proposed)	(Current)	(Year Approved)	

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**Purpose** (Please Provide a brief statement detailing the purpose of the fee, including the anticipated expenditure of fee revenue.)

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**Fee Implementation** (Explain the fee process and agreement. If the fee implementation includes a user agreement or contract, please attach a copy to this request, and any other supporting documentation)

**Justification** (Please provide a brief statement on what the proposal is intended to pay for and how much of the costs will be covered by the incremental revenue. This section should justify each of the categories on your budget table below.)

**Proposed Annual Revenue**

Non-Academic Fee Amount	\$	
Number of Payees	#	
<b>Total Revenue</b>	=	

**Proposed Annual Expenditures \***

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Expenditures**</b>	=	

\* List the categories that the fee will cover. Remember that the figures provided are estimates.

\*\* The Total Expenditures should equal the total revenue amount.

<b>For Office Use Only</b>	
<b>Meets Criteria:</b>	<b>Department Notified:</b>
<b>Approval Date:</b>	<b>Implementation Date:</b>
<b>President/ President Designee Signature:</b>	