



Academic Fee Modification Request Procedure Curricular Affairs

2026

Type:	UA Academic Fees
Business Process Name:	Academic Fee Modification Request Procedure
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	01/2026
ABOR Policy:	4-101 to 4-105
Purpose:	This document is intended to guide the user through submitting a proposal on the new Info Ready workflow.

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Abbreviations

PFDT – Program Fees and Differential Tuition

ABOR – Arizona Board of Regents

Before beginning this process, you must complete a thorough analysis of the fee's financial impact on the student population, considering all existing fees. You must also complete the Student Consultation and Market Pricing Comparison before submitting your proposal. Supporting documentation for both must be included with your online submission.

This procedure applies only to academic fee increase proposals that do not exceed the ABOR-approved [growth rate percentages](#). If your proposal is for a new fee or exceeds the approved growth rates, you must use a different proposal form, and the fee will require ABOR approval. Please visit our [website](#) for instructions and access to the appropriate form.

Look at Appendix C for process timelines and details. Upon ABOR approval, a communication will be issued to the department and campus partners for implementation, and the fee will be published on the Curricular Affairs website. The unit is responsible for establishing the necessary fee account, financial aid set-aside account, and item types to support proper fee management. Additional resources are available on the website.

Note: All financial planning, projections, and budget-related questions should be directed to the Office of Budget and Planning (OBP), as financial review and guidance are managed exclusively through their office.

Procedure:

Navigate to [Info Ready](#), or form #11 on the [website](#). Click Submit and then Log in with your UA Net ID. You will have to click Submit again. Note: You can save your progress and return to the form by clicking the 'Save as draft' button at the bottom left.

1. Page One

Once the pre-populated form opens, continue to answer all required questions. You will need:

- a. Type of Fee
- b. Fee Name
- c. Who does the fee apply to?
- d. Effective Term
- e. Fee Amount
- f. Year Fee Approved
- g. Existing Fee UA Account Number

2. Page Two

The second page requests information on Purpose, Justification, and Student Consultation. Below are the details you need. On this page, you can add additional email addresses for notifications.

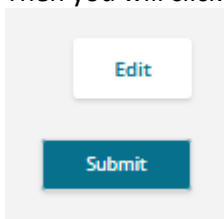
- a. Purpose - Please provide a brief statement detailing the purpose of the fee, including the anticipated expenditures of fee revenue and the benefits the fee will provide students. Include an explanation of the additional benefits funded by the increase.
- b. Justification - Please briefly describe what the proposal intends to pay for and how much incremental revenue will cover the costs. This section should justify each line of your budget table.
- c. Student Consultation - Please outline the methods and outcomes of student consultation. The ABOR does not specify a particular format for student consultation. Policy [4-105 A.7](#) states that universities must conduct "consultation with and/or review comments from students, Elected Student Representatives," which includes students elected to college councils (if applicable) and/or associated student governments (such as ASUA and GPSC), as well as input from students affected by the fee. This consultation can include surveys, small focus groups, meetings, etc. Documenting the attendance and the number of students who support and oppose the fee change is essential.

3. Page Three

The third page asks for the two required attachments:

- a. Fee Budget – form #13 on the University Fees [website](#).
- b. Market Pricing Comparison – form #14 on the University Fees [website](#).

Then you will click Next, Preview to verify all the information. Edit as needed before you click the final Submit.



Appendix A – Online Form**Page One****First Name *****Last Name *****Email Address *****Primary Title *****College/School/Division ***

Department/Unit *

Type of Fee *

Select one.

- ☐ Differential Tuition
- ☐ Program Fee
- ☐ Mandatory Fee
- ☐ Other Academic Fee

Fee Name *

Fee Applies To *

Identify the student population that will be assessed the fee (e.g., upper-division students, students in a designated program, etc.).

Effective Term *

Specify the effective term of the new fee.

Residents Proposed Fee Amount *

Provide the proposed fee amount.

Non-Res Existing Fee Amount *

Provide the current existing fee amount.

Year Fee Approved *

Provide the year the fee was first approved.

Existing Fee UA Account Number *

Provide the UA account number for the existing fee. Consult your business manager for this information.

[Next](#)

Page 2

Purpose *

Please provide a brief statement detailing the purpose of the fee, including the anticipated expenditures of fee revenue and benefits the fee will provide students. Include an explanation of the additional benefits funded by the increase.

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.

Student Consultation *

Please describe the method and outcomes of student consultation.

Additional Email Addresses for Notifications

Add email addresses below for individuals who should receive notifications for your application. Individuals you identify will receive all notifications you receive.

Email Addresses for notifications

Include only email addresses for individuals that should receive notifications about your application.

[Previous](#)[Next](#)[Save as Draft](#)

Page 3**Fee Budget ***

Please use the fee budget template provided and submit it in an excel sheet.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

Market Pricing Comparison *

Please use the market pricing comparison template provided and submit it in an excel sheet.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

Supporting Documentations

Please attach any additional documentation supporting your request.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

[Previous](#)[Preview](#)

Appendix B – Tools

Market Pricing Comparison Template

[illegible]

Academic Fee Budget Template

Budget Template

Date Completed:

v2. 07/24/2024

ANNUAL INCOME

Item	Amount
Fee Amount (term)	\$50.00
Number of Payees	100
Estimated Gross Revenue	\$5,000.00
Estimated Net Revenue	\$4,300.00

Income Instructions: This is an example, please enter the annual fee amount and count of students that will pay that fee.

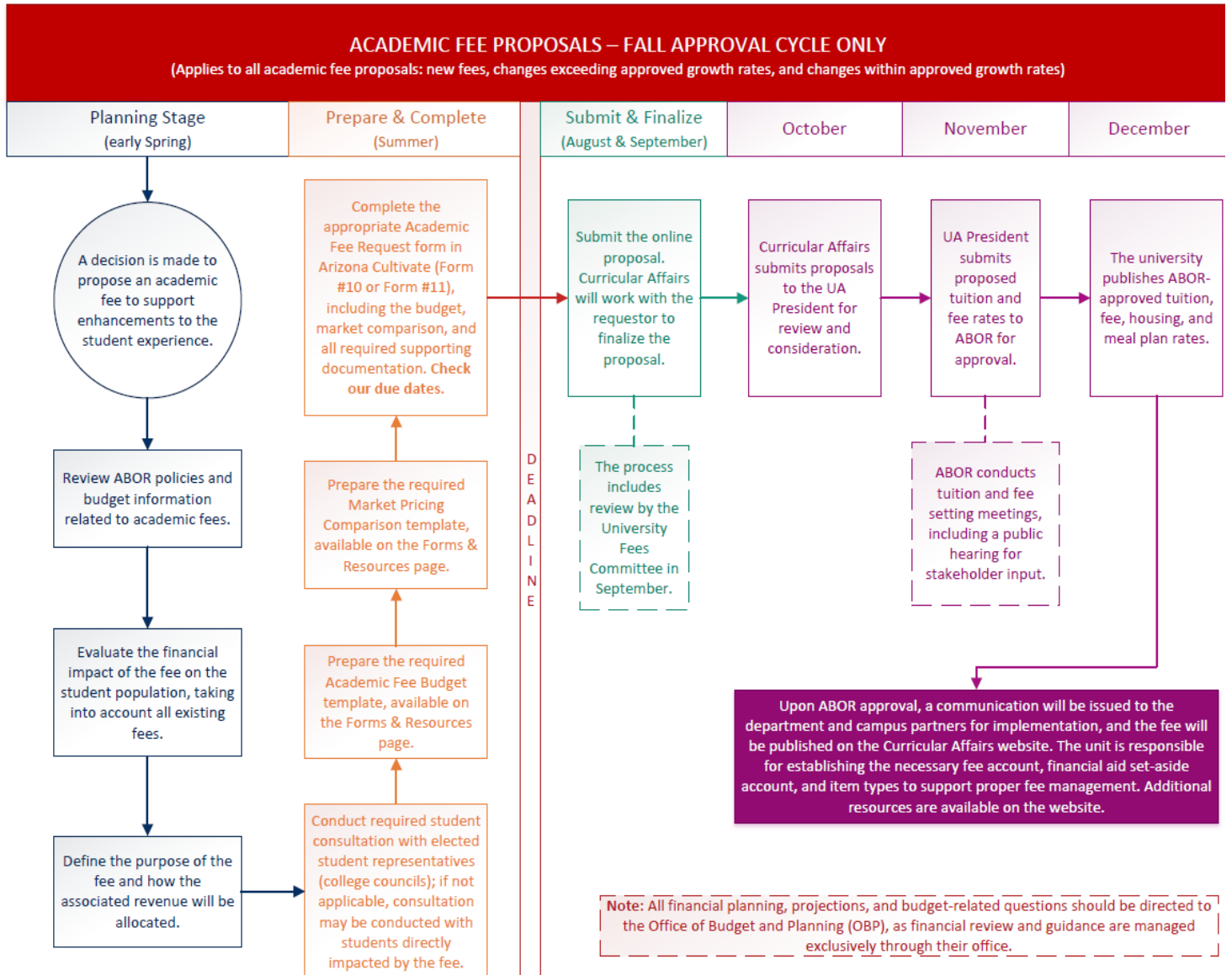
ANNUAL EXPENSES

Item	Amount	Percent Used
Financial Aid Set-Aside (FAS)	\$700.00	14%
Personnel	\$1,600.00	32%
Operational Expenses	\$800.00	16%
Program Support	\$350.00	7%
Student Support	\$450.00	9%
Others - Equipment	\$1,800.00	36%
Total Expenses (after FAS)	\$5,000.00	100%

Expenses Instructions: This is an example. Update the estimated amounts, change categories, and add rows as needed on the expense table to fit your budget needs.

Note: Most proposals for a Program Fee & Differential Tuition must include a set aside for financial aid with a minimum percent equal to the Regents Set Aside rate in ABOR Policy 4-321 of the estimated gross fee revenues, which is currently set at 14%. Starting with FY25 the Strategic Budget Allocations (SBA) will no longer be assessed to Program Fees and Differential Tuition accounts and are being removed from units' expenditure authority. Please do not include it in your budget.

Appendix C – Academic Fee Proposals – Fall Approval Cycle Only



[Click here if you want to see a bigger version.](#)