Special Course Fees and Program Fees

CALS Rates & Review Team

May 9, 2018

Revised July 25, 2018
Special Course Fees

Course fees charged to students in addition to tuition for specific courses that have demonstrably higher costs of delivering instruction.
Special Course Fees

- Fees must meet compliance requirements by the UA and ABOR:
  - ABOR Guidelines for Class Fees
  - University guidelines
  - Special Course Fees Handbook
Special Course Fees

*Effective July 1, 2018:* every fee request will go through a preliminary review by the University Fees Committee and will then be forwarded to the ABOR for final approval, regardless of the fee amount.
Submitting requests for a new course fee

• Units must complete the Adding a Course Fee form which covers the following:
  ✓ The purpose of the fee
  ✓ Budgetary changes that justify the addition of the course fee
  ✓ An Itemized Cost Breakdown – list of specific items to be purchased or salaries to be supported with the fee

• The forms are usually submitted by the instructor with the help of an advisor.
Course Fees are most often used to fund:

- Field trips
- Personnel Costs
- Consumables
- Technology refresh costs
Examples of items that have been approved to be paid with course fees
Field trip to Patagonia to collect soil samples:

- 15-passenger van rental for one day
- Per mile charge
- Lodging for students
Consumables for the Introductory Horticulture Class:

- 6” pots
- Fertilizer
- Greenhouse rent
- Seeds of annuals, cacti, perennials, and woody plants
Personnel:

- Lab supervisor time
Technology Refresh:

- Specific Software annual purchase
- Computers
- Servers
- Network Switches
Important considerations and best practices:

• The fees are collected solely from the students enrolled in a particular class, and the revenue can only be used for items listed in the course fee approval form.

• Distribute a copy of the form to instructors at the beginning of each Academic Year as reminder of the allowable expenses for each course.
Important considerations and best practices:

- The Year End balances should be no more than 15% of the revenue received. Higher balances raise the question whether the fee is higher than necessary – submit a fee modification to adjust fee amounts or discontinue course fees. Remaining balances should be spent down on the consumables currently approved.
Important considerations and best practices:

• Fees for more than one course can flow into the same KFS account; therefore, it is imperative that the revenue be matched to each course. One way to track the revenue is to move it into sub accounts set up for each course.
What did Adriana and Lynda find in their Course Fee quest?
✓ We requested copies of all course fees for the college, and we found that many were from 2010 or prior.

✓ Course fee approvals that had long past expiration dates

✓ A request to delete a fee
We compared the documents to the course fees listed here:

Special Course Fees Listing
What now?

1. Update all of your course fees, especially those that were approved prior to 2014.

2. If you see course fees in the Special Course Fees Listing that are no longer valid, contact, Martha Sesteaga, University Fees Program Manager from Academic Affairs at sesteaga@email.arizona.edu and have them removed.

3. Follow up until you see results.
Resources:

- UA Academic Affairs – University fees [website]:
  - [Special Course Fee Listing](#)
  - [Information for Faculty & Staff](#)
  - [Special Course Fees Handbook](#)
Resources:

- Online guides and tutorials for Course & Fee Requests
Resources:

• To obtain a copy of the approved fee requests submitted after 2014 use the Course and Fee Management dashboard in UAccess Analytics:

  Dashboards-> Student -> Course and Fee Management -> Overview-> see On Demand Reports on the right -> Special Course Fee
Complete all fields:

<table>
<thead>
<tr>
<th>Dashboard Page</th>
<th>Description</th>
<th>Required Roles</th>
</tr>
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## Course and Fee Management

**Course and Fee Management** Monday, April 30, 2018

**Dashboard Descriptions**

- **Dashboard Page**
- **Description**
  - Select Value
  - **Contains any**
  - **Apply**
  - **Reset**

**On Demand Reports**

Special Course Fee
Resources:

- To obtain a copy of the approved fee requests submitted before 2014 contact Martha Sesteaga at sesteaga@email.arizona.edu.
To review fees received for each course use the Course Fees dashboard in UAccess Analytics-> Student-> Student Fin Aid & Fin Details -> Course Fees. Select the Item Type(s) and/or account number associated to your course(s) and the fiscal month(s).

Resources:
Program Fees

Additional amounts charged to students in select degree programs that have demonstrably higher costs of delivering instruction overall.
Program Fees

- Expenditures from program fee accounts must be made for the benefit of the specified set of students within the associated program.

- Must follow guidelines established by ABOR
Program Fees - Resources

- University Fees Website – Program Fees
  - Programs Fees Online Handbook
  - Approved Requests and Rates Sheets
Helpful contacts for questions regarding Program Fees or Special Course Fees:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Name</th>
<th>Email/phone #</th>
<th>Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Gail Burd</td>
<td><a href="mailto:gburd@email.arizona.edu">gburd@email.arizona.edu</a> 520-626-4099</td>
<td>Senior Vice Provost for Academic Affairs</td>
<td>Management and Compliance of Program Fee &amp; Differential Tuition</td>
</tr>
<tr>
<td>Budget Office</td>
<td>Veronica Chu</td>
<td><a href="mailto:galaviz@email.arizona.edu">galaviz@email.arizona.edu</a> 520-621-3725</td>
<td>Senior Analyst, Budget &amp; Financial</td>
<td>Budget Projection &amp; Adjustments</td>
</tr>
<tr>
<td>FSO Bursar's Office</td>
<td>Traci Sitzmann</td>
<td><a href="mailto:tsitzman@email.arizona.edu">tsitzman@email.arizona.edu</a> 520-621-3227</td>
<td>Associate Bursar</td>
<td>Charging Differential Tuition &amp; Program Fees to Students</td>
</tr>
<tr>
<td>FSO Financial Management</td>
<td>Jani Fisk</td>
<td><a href="mailto:janifisk@email.arizona.edu">janifisk@email.arizona.edu</a> 520-626-5748</td>
<td>Accountant, Senior</td>
<td>Establishment of Accounts &amp; Item Types; Expenditure Authorization</td>
</tr>
<tr>
<td>Office of the Provost</td>
<td>Martha Sesteaga</td>
<td><a href="mailto:sesteaga@email.arizona.edu">sesteaga@email.arizona.edu</a> 520-621-3046</td>
<td>Program Manager, University Fees</td>
<td>New or Modified Fee Requests, Year-End Report of Program Fees &amp; Differential Tuition</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Helen Horetski</td>
<td><a href="mailto:helenh@email.arizona.edu">helenh@email.arizona.edu</a> 520-621-3543</td>
<td>Associate Director, Business-Finance</td>
<td>Financial Aid Set-Aside Awards</td>
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</tbody>
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Questions?

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