

Guidelines for Preparing a Request for a New Program Fee / Differential Tuition or Modifying an Existing Program Fee / Differential Tuition

The deadline to submit requests for program fees or differential tuition to be effective 2017-2018 is **Thursday, December 1, 2016**. Requests are expected to be formally presented to the Arizona Board of Regents during the Spring 2017 Tuition Meeting. We expect ABOR's deadline for submission of requests to be February.

NEW RULES

- *No fixed-price fees will be accepted. The amount shown on the request must show only the program fee or differential tuition. (However, the fee could be marketed in ways that include the base tuition, mandatory fees and the program fee.)*
- *Tuition plus mandatory fees plus program fee or differential tuition must be equal to or greater than base tuition plus mandatory fees.*
- *Double majors will pay 100% of the program fee or differential tuition for each program except in cases for differential tuition that is in the same college.*
- *If the program fee or differential tuition will be shared by more than one department or college, the percentage of revenue distribution needs to be shown for each department.*
- *No requests will be accepted for UAOnline*

Download the **ABOR Form for the Program Fee Request or the Differential Tuition Request** and **UA Peer Comparison Chart** from the University Fees Program Fees or Differential Tuition web page.

ABOR Form for Program Fee or Differential Tuition Request:

- The word limit is shown for all sections. There is a two-page limit for this form.

Rationale (~100 words)

- Address clearly how the additional fee adds to the quality of the student experience.
- Discuss how the revenue will be spent.
- Discuss the likelihood of the college or program to enhance potential earnings for their graduates.
- Discuss how students with need will have their educational access and affordability addressed with set-aside funds and other accommodations.

Compliance with Board Guidelines (~250 words)

- Discuss how the request complies with Board Guidelines found in ABOR [Guidelines for Requesting Differential Tuition and Program Fee Additions and Modifications.](#)

Student Consultation (~100 words)

- Document the extent to which the unit requesting the program fee or differential tuition consulted with students likely to be assessed the fee. *ABOR Policy 4-104: [Procedure for Setting and Distributing Tuition and Fees](#)* states this consultation must include: (a) Notification of and consultation with elected student representatives concerning the proposed tuition, mandatory fee or program fee increase; and (b) consideration of student fee referenda or of organized opinion-gathering from students that are likely to be assessed the tuition, mandatory fee, or program fee.”
- Student Consultation should take place prior to submitting the request on **Thursday, December 1st**. This document could be added later, but please submit the request document by December 1st.

Market Pricing (~200 words)

- Use the **UA Peer Comparison Chart** to enter data comparing the cost of the requested fee to similar fees in peer institutions. (See example on Page 3.) Document similar program fees or differential tuition at UA Peer institutions, the elasticity of demand for the program offered, and the probability the program will lead to employment possibilities that are demonstrably worth the higher price.
- Detail the reasoning behind the variance in costs to be covered by the program fee or differential tuition with prevailing expenses. ABOR will consider whether the program has markedly higher expenditures or if market conditions warrant the program fee or differential tuition.
- If the peer institutions listed do not have a similar fee, it would be appropriate to add to the chart other institutions that do charge a similar fee and remove peer institutions that do not have the fee.

Resident	2015-16 Tuition & Fees	2016-17 Projected Tuition & Fees @ 2%	Requested Fee	Total Projected + Fee
1 Pennsylvania State U	17,514	17,864		17,864
2 U Illinois-Urbana Champaign	15,626	15,939		15,939
3 U California-Davis	13,951	14,230		14,230
4 U Minnesota-Twin Cities	13,790	14,066		14,066
5 Michigan State U	13,560	13,831		13,831
6 U California-Los Angeles	12,763	13,018		13,018
7 U Washington-Seattle	11,839	12,076		12,076
8 The University of Arizona	11,403	11,631	200	11,831
Peer Average	11,454	11,683		11,683
9 U Wisconsin-Madison	10,416	10,624		10,624
Peer Median	10,416	10,624		10,624
10 Ohio State U	10,037	10,238		10,238
11 U Maryland-College Park	9,996	10,196		10,196
12 U Texas-Austin	9,810	10,006		10,006
13 Texas A&M U	9,428	9,617		9,617
14 U North Carolina-Chapel Hill	8,591	8,763		8,763
15 U Iowa	8,104	8,266		8,266
16 U Florida	6,381	6,509		6,509

1. University of Arizona excludes select fees that are considered refundable by ABOR staff. They are the Media Fee, which replaced the KAMP Fee, the Recreation Center Program Fee (Rec Prog) and the Wildcat Fee. In FY 2016 those fees totaled \$19.88.

ACCOUNTABILITY

- While the front page of the request form requests the fee amount per term or per unit, under the “Accountability” section, ABOR wants annual figures. Note that the information here is requested for annual revenue and annual expenditures.

Proposed Annual Revenue

- *Annual Program Fee Amount:* Enter the annualized program fee amount.
- *Number of Students Enrolled Annually:* Enter the anticipated annual full-time equivalent of student enrollment.
- *Total Annual Revenue:* Multiply *Annual Program Fee Amount* by *Number of Students Enrolled Annually*.

Proposed Annual Expenditures

- *Financial Aid Set-Aside:* Multiply *Total Annual Revenue* by .14.
- *Institutional and Advising Personnel:* Enter expected amount to be paid for the program’s instructors, advisors, program coordinators, etc.
- *Support Staff Expense:* Enter expected amount to be paid for the program’s administrative staff, IT staff, etc.
- *Operating Expense:* Enter expected amount to be paid for office supplies, technology, etc.
- *Administrative Costs:* For FY2018, the cost is 15.13%.

Note: “Consistent with all tuition and fees, a portion of the program fees and/or differential tuition will be allocated for administrative costs in accordance with the procedures described by the University’s responsibility center budget model.”

- *Total Program Cost:* Add Financial Aid Set-Aside + Institutional and Advising Personnel + Support Staff Expense + Operating Expense + Administrative Costs.

The Page 3 Supplement is internal to UA only.

This section includes information needed for dual degree programs with signatures.

Email requests to Barbara Martinez, bmarti@email.arizona.edu, with a copy to Gail Burd, gburd@email.arizona.edu, by **Thursday, December 1**. When the request is received, Barbara Martinez will contact you regarding access to the Confluence site on which the request and any subsequent revisions can be viewed. Senior Vice Provost Gail Burd will collaborate with units to finalize the request submitted to ABOR. Please contact Barbara Martinez at 621-2121 with questions.