Decision is made to pursue CF to fund higher cost of instruction. For an already approved course.

- Identify student population & their program(s). Is there any active program fee or differential tuition (PFDT) for college/program the course belongs too?

- The purpose of the PFDT fees must be reviewed to make sure they do not overlap with the purpose of the CF. The Provost Office will consider the full cost of attendance for the student before routing this request to ABOR.

- Per UA policy the fee must be implemented for four terms before an increase can be done. Is the request a reduction or deletion?

  - YES: Prepare and itemized cost breakdown and any other supporting documentation needed for the approval of the fee.
  - NO: Complete the correct request form on UAccess workflow. Attach all documents.

- Must complete training and get access to online form. For request process look at the "Initiator Instructions for CF Workflow Process" procedures.

- Collaborate with Academic Affairs to finalize request.

Fees Manager submits request to ABOR

ABOR Decision.

- New account and item type will be needed for the proper managing of this fee. Pooled class fees are allowed, per UA policy those with 5k+ revenue get their own account.