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 2016-2017 is Monday, November 2, 2015. Requests are expected to be formally presented to the Arizona Board of Regents during the Spring 2016 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 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 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 Monday, November 2nd.

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. NOTE: Do not remove peer institutions that do not have the fee; these should be marked as “N/A” to indicate that a comparison is not available.
ACCOUNTABILITY

- Note that the information is requested for annual revenue and annual expenditures.
- Enter the anticipated annual full-time equivalent of student enrollment.
- Enter individual amounts for Operating Expenses, Administrative Charge and Value of Anticipated Waivers, then enter the total of these amounts on the line for “Total Operating Expenses + Administrative Charge + Value of Anticipated Waivers.

- Anticipated Waivers (include ABOR-approved scholarships for Arizona fire fighters, children & spouses of Arizona Peace officers, UA graduate tuition waivers, National Scholars Awards, National Merit Awards and more) can be estimated from previous years or by using previous years data from similar programs. (Qualified Tuition Reductions or Athletic Waivers do not reduce revenue to the program fee or differential tuition.)

The Page 3 Supplement is internal to UA only. Answer the questions regarding dual degrees and program fees or differential tuition that will be split between departments or colleges. Signatures are needed from each department head or dean.

Email requests to pfdt@email.arizona.edu, by Monday, November 2. When the request is received, Barbara Martinez will contact you with your password for 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 626-4099 if you have questions.