“Other” Fees Information & Request Process

There is a standing presumption against the imposition of special non-class fees for students. Such fees tend to reduce broad accessibility to the University of Arizona, and to render more cumbersome the application and financial aid processes for students. However, special fees and deposits may be approved on occasion when demonstrably necessary to maintain the operation and quality of a program, or to provide students or other users of University services with specially enhanced opportunities that would not be possible otherwise. Fees should not be assessed to cover costs that should normally be covered by the University's regular budgeted funds.

Conditions
Non-course fees and non-refundable deposits may be imposed only as specified under the following conditions:

1. Costs of an operation/process
A fee charged to defray costs of an operation within a unit (e.g., the admissions process in an academic unit) must be set at an amount no higher than necessary to cover the costs of that operation, narrowly construed. Auxiliary units may be exempt from this requirement.

2. Elicit choices
A fee may be charged if it is the only or the overriding superior way to elicit desirable choices or conduct on the part of students or other users of University services.

3. Similar fees at peer institutions
Approval decisions of any fee may take into account the imposition of similar fees at peer institutions within the state and nationally.

4. Limitations
Non-course fees charged at the department level are to be avoided.

Notification
Approved non-course fees and non-refundable deposits must be printed in publicly available documents.

Request Process
Please complete the “Other” Fees Request Form” linked on the “Special Class Fees & Other Fees” web page. Email the electronic form to Gail Burd, Vice Provost for Academic Affairs, (gburd@email.arizona.edu) and copy Barbara Martinez (bmarti@email.arizona.edu.) For further information, contact Barbara Martinez in the Office of Academic Affairs at 626-4099 or bmarti@email.arizona.edu.

An electronic process is being developed for “Other” fee requests. Information will be published when this process has been established.