

Adding a Course Fee

This form has been created to help you provide to the department initiator complete information needed to complete the new online form for adding a special course fee. The information is presented in the order it appears on the form. (The areas to be completed can be expanded or deleted as needed.)

Course Subject: _____ **Catalog Number:** _____

Current Designated Fees Account Number _____ (Your business manager should be able to provide this number to you.)

Proposed Fee Type (Please check one)

Flat fee _____ (for example, \$10 per student per course)

Other fee _____ (for example, \$10 per student per course—only during summer sessions)

Per Unit fee _____ (for example, \$10 per unit)

Proposed Fee Amount _____ (Must be whole dollars and \$10 minimum)

Proposed Fee Type Other Details: (for example, only during summer sessions) _____

First Effective Term (Please note deadlines below) _____ (Fall, Spring, Winter, or Summer & Year)

Fee Request Deadlines:

Fall/Winter/Summer: (deadline for \$100 or less) – **November 15**

Spring: (deadline for \$100 or less) – **May 15**

Fees over \$100: The deadline is **October 1**. (The earliest the fee could be effective is the following Fall Semester)

Give the rationale for the request (include information regarding the purpose and establishment of the fee and the history of increases.)

Describe how the fee is in compliance with University of Arizona Policies and Arizona Board of Regents Guidelines

http://www.academicaffairs.arizona.edu/special-class-fees-other-fees#special_class_fees

<http://www.azregents.edu/board-committees/policy-manual> (scroll to Guidelines/Protocols, Guidelines for Class Fees)

Describe the method by which items purchased with the revenue from this fee will be secured for the exclusive use of the students paying the fee.

Indicate all the major(s) for which this course is required.

Major 1: _____

Major 2: _____

Major 3: _____

Comments: any other information regarding this fee that is not requested on this form but may be helpful for the initiator, approvers or reviewers.

Proposed Enrollment per Semester: _____

Itemized Cost Breakdown

Attach an itemized cost breakdown that includes each item to be purchased with this fee in an Excel spreadsheet. (Templates for the itemized cost breakdown are available online at http://www.academicaffairs.arizona.edu/special-class-fees-other-fees#special_class_fees. Scroll down the page to Special Class Fee Cost Breakdown Templates.)

- OR -

Complete the fields below including each item to be purchased with this special course fee. There are four sections in the form. Only the relevant sections need to be completed. (Fields completed electronically on the form are Cost per semester and Cost per Student Per Semester. Each section is subtotaled electronically and the total cost per semester and total cost per student per semester are also completed electronically.)

Please note: The cost per student per semester must be equal to or greater than the proposed fee amount.

Consumables:

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Equipment/Technology:

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Equipment and/or Technology Refresh _____ (the number of semesters the item can be used before a new one must be purchased)

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Equipment and/or Technology Refresh _____ (the number of semesters the item can be used before a new one must be purchased)

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Equipment and/or Technology Refresh _____ (the number of semesters the item can be used before a new one must be purchased)

Other: (equipment or facility rental, non-instructional wages or salaries including ERE)

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____

Field Trip:

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Number of Days _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Number of Days _____

Item/Category _____ Cost per Item _____ Quantity Needed per Semester _____ Number of Days _____

Note: Current van rental rates are available at the Motorpool web site:

http://www.fm.arizona.edu/forms/motorpool/VRS/available_vehicles.cfm

Mileage Breakdown for Field Trips:

Destination¹ _____ Exact Miles one Way _____ Number of Round Trips _____

Destination¹ _____ Exact Miles one Way _____ Number of Round Trips _____

Destination¹ _____ Exact Miles one Way _____ Number of Round Trips _____

¹Destination should be city and state. Provide a pdf of a Google Maps or other mapping program to document the mileage to the destination. If the destination is not a city and not available through an electronic map service, provide the name or description of the destination and document the mileage to the nearest city. Then, state the distance from the nearest city to the destination.

Additional Fee Information

Provide Word, Excel or pdf documents to support the request for the fee. Additional fee information could include documentation of mileage, information regarding a destination that is not commonly known, documentation regarding software or a piece of equipment not commonly known outside your field.