

## Modifying a Course Fee

This form has been created to help faculty provide the department initiator all the information needed to complete the new online form for modifying 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:** \_\_\_\_\_

**NOTE:** Revisions to existing course fees will not be considered for the next four semesters after the semester for which the fee was originally approved. However, if **LESS** funding than anticipated is needed after the first offering, an exception would be made, and a revision to that fee would be considered to avoid overcharging students and accumulating an inappropriate overage in the account.

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

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

**First Effective Term** \_\_\_\_\_ Please note deadlines on the Special Class Fees web site linked below.

[http://www.academicaffairs.arizona.edu/special-class-fees-other-fees#special\\_class\\_fees](http://www.academicaffairs.arizona.edu/special-class-fees-other-fees#special_class_fees)

The fee request deadline is generally mid-November for the following Fall, Winter & Summer AND all fees greater than \$100 as these need approval from ABOR. For fee requests \$100 or less, and a Spring first effective term, the deadline is generally mid-April.

### Purpose of the Fee:

The new "Purpose of Fee" field will be **published for public viewing** on the Office of the Registrar's Special Course Fees Pages at <http://registrar.arizona.edu/special-course-fees/>. Please note the options shown below with definitions and examples. When selecting the purpose, consider the itemized cost for each category and the overall purpose for the course.

"Purpose of Fee"	Definition	Examples
Accompanist	A person who plays an instrument for a dance or vocal performance	Piano player
Consumable Supplies	Expendable materials needed for the course that are purchased every semester	feed, paint, batteries, specimens, chemicals
Equipment Refresh/Rental	Equipment Refresh would be for items that need to be replaced every few years; Equipment Rental would be a large piece of equipment that is rented for one semester or one class period	Refresh: computers, servers; Rental: telescope, microscope, spectrometer
Field Trip	UA sponsored trip to destinations that provide learning experiences outside of the classroom	Trips to desert, mountains or ocean for science classes, international trips for business or language majors
Lab/Studio Technical Support	Individuals hired to provide various types of technical support for science or computer labs, multimedia learning, audio/visual development	Computer technicians, lab assistants
Lab/Studio Supplies/Equipment	Consumable supplies or equipment needed for a science lab or art studio	Chemicals, paint,
Models for Art Classes	Individuals who pose for figure drawing instruction	

Private Instruction	One-to-one instruction for music or language classes	
Special Exam/Test	An exam or test designed specifically for the course content	Language proficiency tests
Student Teaching Support	Individuals who travel off-campus to observe student teachers while in a classroom off-campus	Stipends or mileage for these individuals

**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.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.** (For example, “computers are located in a locked computer lab and software is password protected”, “supplies are in a locked cabinet and only the instructor has the key”.)

**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](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 \_\_\_\_\_

**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)

**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 \_\_\_\_\_

**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 \_\_\_\_\_

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

[http://www.fm.arizona.edu/forms/motorpool/VRS/available\\_vehicles.cfm](http://www.fm.arizona.edu/forms/motorpool/VRS/available_vehicles.cfm)

**Mileage Breakdown for Field Trips:**

Destination<sup>1</sup> \_\_\_\_\_ Exact Miles one Way \_\_\_\_\_ Number of Round Trips \_\_\_\_\_

Destination<sup>1</sup> \_\_\_\_\_ Exact Miles one Way \_\_\_\_\_ Number of Round Trips \_\_\_\_\_

<sup>1</sup>Destination 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.