

Tuition & Fee Request Instructions

SUBJECT: [Instructions for Submitting a Tuition & Fee Change Request](#)

1. Access request form on the [Planning & Budget - Resources & Forms](#)
 - a. Navigate to the bottom of the form and select [Tuition & Fee Request Form - DocuSign](#)

Tuition and Fee Process

Instructions

[Process for Tuition and Fee Requests](#)

[Tuition and Fee Request Instructions](#)

Forms

[Tuition & Fee Request Form - DocuSign](#)

2. The DocuSign Powerform will open to the PowerForm Signer Information

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Unit Head or Dean

Name: *

Email: *

Division Vice President

Name: *

Email: *

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- A message will populate at the top of the form asking to “agree to use electronic records and signatures.” Click on the box, then on Continue.

The screenshot shows the top of the form with a blue header. On the left, there is a green arrow icon and the text "Please read the Electronic Record and Signature Disclosure." Below this is a checkbox labeled "I agree to use electronic records and signatures." To the right of the checkbox are three buttons: "CONTINUE" (highlighted in yellow), "FINISH LATER", and "OTHER ACTIONS" with a dropdown arrow. A white tooltip box is overlaid on the "FINISH LATER" button, containing the text "Use the Finish Later option to continue signing this document at a later time. Learn more..." and a yellow "GOT IT" button. Below the header, the form is divided into three columns: "Tuition/Fee/Charge Detail:", "Current Rate:", and "Proposed Rate:". Each column has a "Description:" dropdown menu and "Amount:" and "Per:" input fields.

- The form will be generated to the Initiator, to draft the form, click on “Continue” at the top of the page.

a. This is a smaller version of the form header shown in the previous screenshot. The "CONTINUE" button is highlighted in yellow, and the "GOT IT" button from the tooltip is no longer visible.

- The form is now available for data entry, to fill out the form;
 - Select the Fiscal Year for which the fee will begin to be collected from the drop-down

TUITION AND FEE REQUEST
for Fiscal Year -- sele v

- Indicate if this is a New or Existing Fee*
- Enter the Tuition, Fee, or Charge Name
- List the Department and Program Name that owns the Tuition, Fee, or Charge.

New Existing

Tuition, Fee or Charge Name:

Department/Program Name:

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- e. Select from the dropdown the Description of the Fee.
- f. *If Existing is selected, the “Current Rate” section will be a fillable format.
- g. **If “New,” the “Current Rate” will not populate because it does not need to be filled out.**
- h. Enter the “Current Rate and the **Per/Unit** for the individual Tuition/Fee/Charge, followed by “Proposed Rate” and the **Per/Unit**.

Tuition/Fee/Charge Detail:	Current Rate:	Proposed Rate:
Description: -- select -- ▼	Amount: _____ Per: _____	Amount: Per: -- select -- ▼

- i. The following section, estimate the Annual Revenue Change that will result from the rate change.
- j. Enter in the Estimated **Expenditure** Allocation as a result of the Revenue Change in terms of:
 - i. Salary & Benefits, and proposed FTE
 - ii. Student Jobs, and proposed FTE
 - iii. Maintenance & Operations

Annual Revenue Change: Est. Allocation: Salary & Benefits: FTE: <div style="text-align: right; margin-right: 50px;"> Student Jobs: FTE: M&O: </div>

- k. Next, please include as much detail and information regarding:
 - i. How does this request benefit the students?
 - ii. Explain what this request will enhance, solve, or provide for the department or program?

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- iii. What are the consequences if this request is not approved?

How does this request benefit the student? <input type="text"/>
Explain what this request will enhance, solve, or provide for the department or program? <input type="text"/>
What are the consequences if this request is not approved? <input type="text"/>

6. Lastly, the following documents must be attached via the link on the lower right-hand side:



- Current 1063 of revenue cost center utilized for this Tuition/Fee/Charge
- Other documentation that supports the reason for the change.

When finished, click on the Finish button at the bottom of the screen

Ready to Finish?

You've completed the required fields. Review your work, then select **FINISH**.

FINISH

Once finished, the form will be routed to the individuals who were identified at the beginning of the form creation.

*Note: Everyone who receives the form will have access to make changes, and because once they approve the form it will go to the next individual, we recommend that if there are any changes, they be made before submitting the form for final signature as to avoid delays in the approval process.