The Tuition & Fee Request Form is used to submit new fees and/or changes to current fees on a two-year cycle.

1. Fiscal Years:
   a. Enter the first 4-digit year of change request
   b. Auto fills year fields for Proposed Rate, Revenue Change, and End-of-Year fund balance
   c. Form is for a two-year planning cycle

2. From drop down, pick fee that the form request is for:
3. Required ONLY for NEW FEE and Other Incidental Fee:

   NEW/Other Name: [Field]

4. Fill in the current dollar amount of the fee and the mode of how it’s charged in the “Per:” drop-down list

   Current Rate: [Field]

   Per: [Options]

5. Fill in the proposed rate for each year and the related revenue change
   
   a. If the increasing fee for only one-year, leave other fields blank.
   
   b. Required to add an explanation in “Detailed Justification” if only increasing one of two years.

   Proposed Rate: [2023] [2024]

6. Choose Division or College from drop down list (REQUIRED)

   Division or College: [Choose One]

7. Enter Department Name if applicable

   Department: [Field]

8. Enter Center or Institute Name if applicable

   Center/Institute: [Field]
9. Pick Strategic Initiative from the drop-down list that is related to the request (REQUIRED)
   a. Initiative title may have been abbreviated
   b. List additional Strategic Initiatives in “Benefit(s) of Increase” if needed
   c. Please Consult with your AVP, Dean, or Division Vice President if you need assistance

![Strategic Initiative drop-down list]

10. End-of-Year Fund Balance (REQUIRED)
   a. Auto populates three fiscal years
   b. Please email BudgetOffice@uhcl.edu if you need help obtaining your fee end-of-year fund balances

![End of Year Fund Balance table]

The main explanations of this form:

11. Detailed Justification:
   a. Explain the reason for the proposed Fee change
   b. Include an additional explanation for the one-year-only proposed fee change

12. Benefit(s) of Increase:
   a. Highlight benefit(s) to students in detail
   b. Include benefits to the organization, program, and/or operations
   c. Include additionally aligned Strategic Initiatives here

13. Consequences of No Increase:
   a. Explain the negative impact to students in detail
   b. Include negative impact on the organization, program, and/or operations
14. APPROVALS
   a. Type name is required for all three approving signatures
   b. Click SEND in the lower left-hand corner
      i. Auto-creates email and attaches the filled form
      ii. Attach additional documentation to email if applicable
      NOTE: Provide as much data to support the request. Reduces denials and/or returned form requesting additional documentation
   c. Enter the email address of “Assoc Dean or Dept Head” and send email
   d. “Assoc Dean or Dept Head” receives form via email
      i. Sign and Date the form
      ii. Click SEND in the lower left-hand corner
   e. Enter the email address of “AVP or Dean” and send email
   f. “AVP or Dean” receives form via email
      i. Sign and Date the form
      ii. Click SEND in the lower left-hand corner
   g. Enter the email address of “Division Vice President” and send email
   h. “Division Vice President” receives form via email
      i. Sign and Date the form
      ii. Click SEND in the lower left-hand corner
      iii. Enter BudgetOffice@uhcl.edu and send email