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. Fill in the current dollar amount of the fee and the mode of how it’s charged in the “Per:” drop-down list. If applicable, include the maximum semester credit hours to be charged.

4. 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.

5. Choose Unit or College from drop down list (REQUIRED)

6. Enter all associated rates of proposed fee. (Example: Parking has different rates for staff, students, faculty etc)
The main explanations of this form:

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

8. Student Benefit
   a. Highlight benefit(s) to students in detail
   b. Include benefits to the organization, program, and/or operations

9. Consequences of No Increase:
   a. Explain the negative impact to students in detail
   b. Include negative impact on the organization, program, and/or operations

10. APPROVALS
    a. Print name is required for Unit/College Head and VPProvost 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 “Unit or College Head” and send email
    d. “Unit or College 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 “Division Vice President” and send email
    f. “Division Vice President” 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 BudgetOffice@UHCL.edu and send email