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:

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

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

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

7. Enter Department Name if applicable

8. Enter Center or Institute Name if applicable
9. Pick Strategic Initiative from drop down list that is related to 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 dropdown menu]

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

<table>
<thead>
<tr>
<th>End of Year Fund Balance:</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
</tr>
</thead>
</table>

The main explanations of this form:

11. Detailed Justification:
    a. Explain the reason for the proposed Fee change
    b. Include additional explanation for 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 negative impact to student in detail
    b. Include negative impact to organization, program, and/or operations
14. APPROVALS
   a. Type name is required for all three approving signatures
   b. Click SEND in 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 request. Reduces denials and/or returned
         form requesting additional documentation
   c. Enter 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 form
      ii. Click SEND in lower left-hand corner
   e. Enter email address of “AVP or Dean” and send email
   f. “AVP or Dean” receives form via email
      i. Sign and Date form
      ii. Click SEND in lower left-hand corner
   g. Enter email address of “Division Vice President” and send email
   h. “Division Vice President” receives form via email
      i. Sign and Date form
      ii. Click SEND in lower left-hand corner
      iii. Enter BudgetOffice@uhcl.edu and send email