

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



University
of Houston
Clear Lake

UNIVERSITY OF HOUSTON-CLEAR LAKE

TUITION AND FEE REQUEST

For Fiscal Years **2024** & **2025**

For:

Current Rate: Per:

Max SCH:

1. Fiscal Years:

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

Fiscal Years: **2023** & **2024**

2. From drop down, pick fee that the form request is for:

For:

Choose Fee or Type Name

NEW FEE

Designated Differential Tuition


Information Resource Fee

Student Service Fee

Student Parking Fee

Faculty/Staff Parking Fee

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.

Current Rate: _____ Per: Choose 

Max SCH: _____

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.

Proposed Rate:

2024		2025	
Per: Select		Per: Select	

Annual Revenue Change:

2024		2025	
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5. Choose Unit or College from drop down list (REQUIRED)

Submitted By: **Select Unit or College**

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

Additional Rate Changes for:

FY24 FY25

Dropdown will auto update up completing step 2.

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

Detailed Justification:
<div></div>
Student Benefit:
<div></div>
Consequence of No Increase:
<div></div>

10. APPROVALS

- a. Print name is required for Unit/College Head and VP/Provost 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