University of Houston Z Clear Lake

Planning and Budget

SUBJECT:	Tuition & Fee Request Form Instructions
----------	--

Page 1 of 3

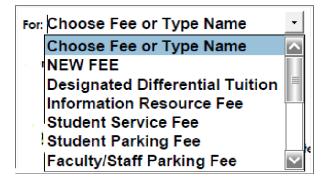
The Tuition & Fee Request Form is used to submit new fees and/or changes to current fees on a two-year cycle.

\sim	UNIVERSITY OF HOUSTON-CLEAR LAKE TUITION AND FEE REQUEST	
University of Houston Clear Lake	For Fiscal Years 2024 & 2025 For: Select Fee or Type Name	
	Current Rate: Per: Select Max SCH:	

- 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:



University of Houston Z Clear Lake

Planning and Budget

SUBJECT:	Tuition & Fee Request Form Instructions	Page 2 of 3

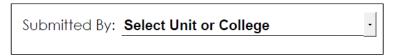
3. Fill in the current dollar amount of the fee and the mode of how it's charged in the "Per:" drop-down list. If applicable, include the maximum semester credit hours to be charged.

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: Sele	•ct •	Per	Select	•
Annual Revenue Change:				
2024		2025		

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)

Additional Rate Changes for: Select Fee or Enter Fee Name		
FY24	FY25	

Dropdown will auto update up completing step 2.

Planning and Budget

SUBJECT: Tuition & Fee Request Form Instructions

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:	
Student Benefit:	
Consequence of No Increase:	

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