

**Requests for Fee Change for
course-related fee only:**

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| Associate VP – Academic Affairs | 1. Notify colleges to submit any course fee changes. |
| Colleges | 2. Submit the course fee changes to the Associate Vice President for Academic Affairs. |
| Associate VP – Academic Affairs | 3. Summarize all course fee changes, providing a revenue projection. Submit the summary to the Planning & Budget Office. |
| Planning & Budget Office | 4. Submit summarized course fees to Planning and Budget Committee (PBC) for recommendation. |
| | Continue to step 5. |

**Request for Tuition and Fee Change for
non-course-related fees:**

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| Planning & Budget Office | 1. Send letters to departments notifying them to submit tuition and fee changes. |
| Departments | 2. Complete the Request for Tuition and Fee Change Form and circulate it for signature approval. |
| Vice Presidents | 3. Submit the form to the Planning & Budget Office. Do not send it to President. |
| Planning & Budget Office | 4. Summarize all Requests for Fee Change Forms and submit them to the Student Government Association (SGA) and Planning and Budget Committee (PBC) for support and recommendation. |

**For all Tuition and Fee Changes (including
Course Fees) continue to Step 5.**

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| PBC | 5. Following meetings with SGA, review and discuss tuition and fee changes as a committee and forward the recommendation to University Council. |
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| University Council | 6. Review and forward the approved tuition and fee change forms with President's signature to the Planning & Budget Office. |
| Planning & Budget Office | 7. Submit prescribed Tuition and Fee Summary to the University of Houston-System for campus consolidation. |
| University of Houston-System | 8. Prepare Tuition and Fee presentation for the Board of Regents. |
| Board of Regents | 9. Approve or reject the tuition and fee changes. |