

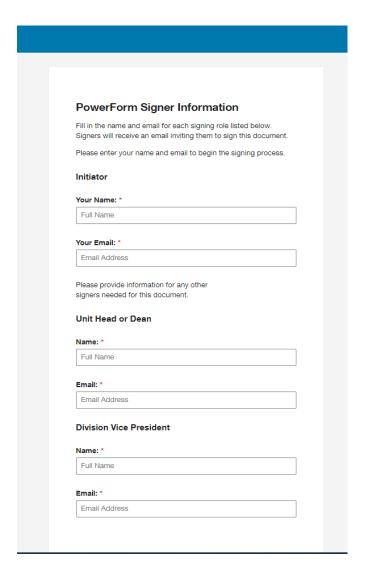
SUBJECT: Instructions for Submitting a Tuition & Fee Change Request

- 1. Access request form on the Planning & Budget Resources & Forms
 - a. Navigate to the bottom of the form and select Tuition & Fee Request Form DocuSign

Tuition and Fee Process

Instructions	Forms	
Process for Tuition and Fee Requests	Tuition & Fee Request Form - Docusign	
Tuition and Fee Request Instructions		

2. The Docusign Powerform will open to the PowerForm Signer Information



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3. A message will populate at the top of the form asking to "agree to use electronic records and signatures." Click on the box, then on Continue.



4. The form will be generated to the Initiator, to draft the form, click on "Continue" at the top of the page.



- 5. The form is now available for data entry, to fill out the form;
 - a. Select the Fiscal Year for which the fee will begin to be collected from the drop-down

TUITION AND FEE REQUEST for Fiscal Year -- selev

- b. Indicate if this is a New or Existing Fee*
- c. Enter the Tuition, Fee, or Charge Name
- d. List the Department and Program Name that owns the Tuition, Fee, or Charge.

	New	Existing
Tuition, Fee or Charge Name:_		
Department/Program Name:		



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- e. Select from the dropdown the Description of the Fee.
- f. *If Existing is selected, the "Current Rate" section will be a fillable format.
- g. If "New," the "Current Rate" will not populate because it does not need to be filled out.
- h. Enter the "Current Rate and the Per/Unit for the individual Tuition/Fee/Charge, followed by "Proposed Rate" and the Per/Unit.



- The following section, estimate the Annual Revenue Change that will result from the rate change.
- j. Enter in the Estimated Expenditure Allocation as a result of the Revenue Change in terms of:
 - i. Salary & Benefits, and proposed FTE
 - ii. Student Jobs, and proposed FTE
 - iii. Maintenance & Operations

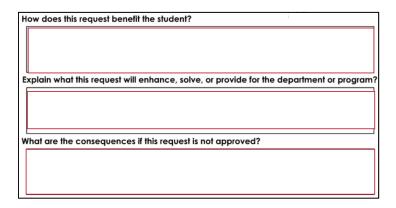


- k. Next, please include as much detail and information regarding:
 - i. How does this request benefit the students?
 - ii. Explain what this request will enhance, solve, or provide for the department or program?



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iii. What are the consequences if this request is not approved?



6. Lastly, the following documents must be attached via the link on the lower right-hand side:



- a. Current 1063 of revenue cost center utilized for this Tuition/Fee/Charge
- b. Other documentation that supports the reason for the change.

When finished, click on the Finish button at the bottom of the screen

Ready to Finish? You've completed the required fields. Review your work, then select FINISH.

Once finished, the form will be routed to the individuals who were identified at the beginning of the form creation.

*Note: Everyone who receives the form will have access to make changes, and because once they approve the form it will go to the next individual, we recommend that if there are any changes, they be made before submitting the form for final signature as to avoid delays in the approval process.