

Tuition and Fees

Fund/Sub Funds

- Program Fees
- Mandatory Fees
- Summer Session

What We'll Cover

Sources

- *How is the account funded?*

Uses

- *How can we spend the money?*

Restrictions

- *Can I process a cash transfer or budget transfer? If so, what are the limitations?*

Resources

- *Is there a University policy or procedure document available online? Does the Board of Regents have any additional guidance?*

Contacts

- *Who is the fund accountant? Who is the budget analyst? What other office on campus can provide support?*

Program Fees and Differential Tuition (PFDT)
Sub Fund = ALCPRG



Program Fees and Differential Tuition (PFDT)

Sub Fund = ALCPRG

Sources

Program Fees (PF):

- Charged to students in select undergraduate and graduate professional degree programs, including Honors College
- Bursar Office posts revenue directly to department account
- ***Any other revenue or transfer-in is unallowable in these accounts***

Differential tuition (DT):

- Additional charge above base tuition
- Bursar Office posts revenue directly to department account
- ***Any other revenue or transfer-in is unallowable in these accounts***

Uses

- Varies by Program Fee and Differential Tuition
- Refer to the [ABOR Rate Request](#) for details

Program Fees and Differential Tuition (PFDT)

Sub Fund = ALCPRG

Restrictions

- Budget transfers (BT) must be processed using an RBC
- Refer to the Allowable Transfers Report for guidance
 - *(Dashboards>Financial>General System Value Sets>"Allowable Transfers")*
- **Cash transfers (using a Transfer of Funds document) are unallowable**

Resources

- [ABOR Guideline and Policies](#)
- [Process for Requesting a Program Fee](#)
- [Online Handbook for best practices, procedures, and management of Program Fees](#)

Contacts

- [Senior VP for Academic Affairs](#) – Martha Sesteaga
- [Budget Office](#) – Budget Analyst by College
- [Financial Services Office](#) – Jani Fisk

Uh Oh!

What Happened?

Reply
 Reply All
 Forward
 IM

Tue 1/9/2018 9:06 AM



UAccess Analytics <analytics-do-not-reply@list.arizona.edu>

Acct Budget Bal vs. Cash Bal - Program Fees

To BDGT-Student Workers; Chu, Veronica S - (galavizv); Corry, Carol L - (ccorry); Mchenry, Cynthia F - (kopystyc)

If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Program Fees

Current Budget Balance vs Cash Balance

Time run: 1/9/2018 9:06:21 AM


| Fiscal Year | College Name | Budget Shell Code | Budget Shell Name | Account Number | Account Name | Current Budget | Actuals | Balance Available |
|-------------|----------------------------------|-------------------|----------------------------|----------------|--|-------------------|-------------------|-------------------|
| 2018 | College of Pharmacy | T33211 | Pharmacy Grad Program Fees | 2559143 | PHARMACY SPECIAL TUITION-PHARM AND TOX | 760,460.00 | 761,080.46 | -620.46 |
| | College of Pharmacy Total | | | | | 760,460.00 | 761,080.46 | -620.46 |













Fiscal Year is equal to / is in 2018
and Basic Accounting Category Code is equal to LI, AS, EX
and Sub Fund Group Code is equal to / is in ALCPRG
and SUM(Current Budget - Actuals BY Account Number) is greater than or equal to 1
or SUM(Current Budget - Actuals BY Account Number) is less than or equal to -1
and College Name is equal to College of Engineering, College of Pharmacy, Eller College of Management, Honors College
and Account Number is not equal to / is not in 2559300, 2559370, 2559180, 2559280, 2559355, 2559380, 2559680, 2559150, 2559140

Let's go take a look...

What's Wrong?

How do we fix it?

Available Balances Lookup 

| | | |
|--|--|---|
| * Fiscal Year: | <input type="text" value="2018"/> |   |
| * Chart Code: | <input type="text" value="UA"/> |   |
| * Account Number: | <input type="text" value="2559143"/> |   |
| Sub-Account Number: | <input type="text"/> |   |
| Object Code: | <input type="text"/> |   |
| Sub-Object Code: | <input type="text"/> |   |
| Consolidation Option: | <input checked="" type="radio"/> Consolidation <input type="radio"/> Detail | |
| Include Pending Ledger Entry: | <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All | |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> | | |


5 items retrieved, displaying all items.

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Budget Amount | Actuals Amount |
|-------------|------------|----------------|--------------------|-------------|-----------------|---------------|----------------|
| 2018 | UA | 2559143 | *ALL* | 0932 | *ALL* | 0.00 | 811,586.00 |
| 2018 | UA | 2559143 | *ALL* | 0940 | *ALL* | 0.00 | 620.60 |
| 2018 | UA | 2559143 | *ALL* | 1000 | *ALL* | 0.00 | 0.00 |
| 2018 | UA | 2559143 | *ALL* | 1141 | *ALL* | 35,980.00 | 6,343.08 |
| 2018 | UA | 2559143 | *ALL* | 1150 | *ALL* | 520,777.00 | 255,852.45 |
| 2018 | UA | 2559143 | *ALL* | 2000 | *ALL* | 178,818.00 | 0.00 |
| 2018 | UA | 2559143 | *ALL* | 2121 | *ALL* | 0.00 | 83,902.36 |
| 2018 | UA | 2559143 | *ALL* | 3000 | *ALL* | 24,885.00 | 0.00 |
| 2018 | UA | 2559143 | *ALL* | 3151 | *ALL* | 0.00 | 212.48 |
| 2018 | UA | 2559143 | *ALL* | 3152 | *ALL* | 0.00 | 158.15 |
| 2018 | UA | 2559143 | *ALL* | 3510 | *ALL* | 0.00 | 666.00 |
| 2018 | UA | 2559143 | *ALL* | 3860 | *ALL* | 0.00 | 12.89 |
| 2018 | UA | 2559143 | *ALL* | 4290 | *ALL* | 0.00 | 920.00 |
| 2018 | UA | 2559143 | *ALL* | 4690 | *ALL* | 0.00 | 13.95 |
| 2018 | UA | 2559143 | *ALL* | 5170 | *ALL* | 0.00 | 1,314.92 |
| 2018 | UA | 2559143 | *ALL* | 5220 | *ALL* | 0.00 | 41.96 |
| 2018 | UA | 2559143 | *ALL* | 5230 | *ALL* | 0.00 | 0.00 |

Steps to Fix

- Do an error correction on the original document to reverse the transaction:

The screenshot shows a document management interface. At the top, there are two buttons: 'show' and 'hide'. Below them is a table with two columns: '* Note Text' and 'Attached File'. The first row of the table has an empty text input field in the 'Note Text' column and an empty cell in the 'Attached File' column. The second row contains the text 'copied from document 6672510' in the 'Note Text' column and an empty cell in the 'Attached File' column. The third row contains the text 'see attached original DV' in the 'Note Text' column and a file icon with the name '20171221122414967.' in the 'Attached File' column. Below the table, there are three buttons: 'show', 'show', and 'error correction'. The 'error correction' button is circled in red. At the bottom, there are four buttons: 'error correction', 'send ad hoc request', 'close', and 'copy'.

| * Note Text | Attached File |
|------------------------------|--|
| <input type="text"/> | |
| copied from document 6672510 | |
| see attached original DV |  20171221122414967. |

error correction send ad hoc request close copy

- Identify a non-allocated account to record the transaction instead.



Let's Discuss

- Why do we care how program fees are used?
 - Program Fees are additional charges paid by students for the specific program they are attending. Therefore, we can only use this money in specific ways to support these programs.
- Who besides the Budget Office might care how program fees are used?
 - Students
 - Community
 - ABOR
- Why can't you transfer program fees to a different type of account?
 - We have to monitor the use of program fees, and we do this by coding all program fee accounts with the ALPRG sub fund group code. If we transfer money to accounts in other sub funds, we are no longer able to track how the money was spent.

Mandatory Fees
Sub Fund = Student Fees (STDFEE)



Mandatory Fees

Sub Fund = Student Fees (STDFEE)

Sources

- Approved by the Board of Regents in Spring tuition setting cycle
- List of approved fees can be found on the [Bursar's website](#)
- Newer fee includes [Athletics Fee](#)
- In 2018 three major fees were increased:
 - ✓ Campus Health and Rec
 - ✓ Library and Tech Fee
 - ✓ Student Services Fee

Uses

- Varies by Student Fee
- Consult with college that owns the mandatory fee and with the fund accountant in FSO
- 1% ASC Expenses charged on all expenses
- 9.5% ASC Revenue tax is waived since it's mandatory student fees

Mandatory Fees

Sub Fund = Student Fees (STDFEE)

Restrictions

- Transfers to other non-tuition funds is unallowable.
- Refer to the Allowable Transfers Report for guidance
(Dashboards>Financial>General System Value Sets>"Allowable Transfers")

Resources

- Bursar website: <https://bursar.arizona.edu/tuition/fees>

Contacts

- [Budget Office](#) – Budget Analyst by College
- [Department Fund Accountant in FSO](#)

Is this transfer allowable?

| Mandatory Fee Transfer Errors | | | | | | | | | | | | | | | | |
|--------------------------------|-------------------|-----------------|----------------|---------------------|-------------|------------------|----------|-------------------------------|---------------------------------|---|-----------------------|--------------------------|--------------------|--------------------------|----------------------------|------------------------------|
| UAccess Analytics - Financials | | | | | | | | | | | | | | | | |
| Run Date: 2/7/2018 | | | | | | | | | | | | | | | | |
| Page 1 of @{numberOfPages} | | | | | | | | | | | | | | | | |
| Sub Fund Group Code | Budget Shell Code | Document Number | Account Number | Account Name | Object Code | Transaction Date | Document | e-Doc Link | Entry | Document Description | Offset Account Number | Offset Budget Shell Code | Offset Object Code | Offset Debit Credit Code | Offset Sub Fund Group Code | Ledger Entry Amount - Signed |
| STDFEE | LBRYMAIN | 6784320 | 1707500 | STUDENT LIBRARY FEE | 7930 | 02/06/2018 | TF | View Document | From 1707500 AUX to 8078221 PLT | Transfer Of Funds - Project Funding 18-8401 | 8078221 | D8 | 0930 | C | CONSTR | 50,000.00 |
| STDFEE Total | | | | | | | | | | | | | | | | 50,000.00 |
| Grand Total | | | | | | | | | | | | | | | | 50,000.00 |

- Yes. It will fund an approved project.

What other documents should be processed?

- RBC (BR) to move funds from operations to transfers out

Summer Session
Sub Fund = SSCOLD, SSINST



Summer Session

Sub Fund = SSCOLD, SSINST

Sources

- Summer Session Tuition (Base)
 - Allocated to colleges in late Fall
 - Allocation deducts Waivers and Support Center Expense Recovery (SCER) Tax
 - Undergrad SCER: 30.96%
 - Graduate SCER: 12.38%
- Summer Session Tuition (Program Fees)
 - Allocated directly to program account by the Bursar Office
 - 14% of gross revenue transferred to Department Aid Account for Regents set aside
 - Budget Office transfers 12.38% for SCER
- Refer to the Summer Report in RCM Dashboard for detail on Department, Course, and Instructor

Summer Session

Sub Fund = SSCOLD, SSINST

Uses

- Depends on program. Contact college and/or FSO Fund Accountant

Transfer Restriction

- Refer to the Allowable Transfers Report in Analytics
(Dashboards>Financial>General System Value Sets>"Allowable Transfers")

Contacts

- [Financial Services Office](#) – Jani Fisk
- [Budget Office](#) – Veronica for Revenue Allocations & Megan Arriaga for Student & Course Data
- [Senior VP for Academic Affairs](#) – Martha Sesteaga for Summer Program Fees

Summer Session Q&A

- What report in Analytics will provide summer revenue and enrollment data?
 - Summer report in the RCM Dashboard
- Do I have to report Summer Revenue for Program Fees to Academic Affairs Office?
 - Yes, Academic Affairs has an annual report of actuals due each year around September.
- What taxes & fees are charged to summer revenues?
 - 12.38% SCR Grad, 30.96% SCR UG, 14% FAS PFDT, 12.38% SCR (only PFDT)

Thank you!

Any Questions?