

**ARIZONA BOARD OF REGENTS
POLICY MANUAL**

4-105 Fees

Revision Dates

4/19/2024, 2/9/2023, 2/13/2020, 6/14/2019, 11/16/2018 (adopted)

Note: This policy is in effect for setting the growth rate(s) for tuition and fees for FY 2025 onward. (Arizona Board of Regents Meeting, February 9, 2023, Item #22)

A. Mandatory Fees

1. When setting Mandatory Fees, the board shall consider the purpose and cost of the proposed use of the fee and student input on the proposed fee.
2. Revenues from Mandatory Fees must be used for purposes approved by the board and each Mandatory Fee must be accounted for separately from other university revenues.
3. Proposals for Mandatory Fees shall include estimated revenues from the fee, a description of the proposed use of the fees, an estimated cost of those uses, and evidence of consultation with Elected Student Representatives.

B. Program Fees

1. Program Fees are to be limited to singular programs that do not fit within the tiered college fee structure.
2. A university cannot assess a Program Fee, unless the board approves a petition by the university that establishes how the program is unique from the applicable College Fee.
3. When setting Program Fees, the board may consider the costs of programs, other fees that will impact students within the program, market conditions, student input and the price of similar colleges or programs at peer institutions. Proposals for Program Fees shall address each of these elements.
4. Revenues from Program Fees must be used for board approved purposes and each Program Fee must be accounted for separately from other university revenues.
5. Each proposal for a Program Fee must include a set aside for financial aid with a minimum percent equal to the Regents Set Aside rate in ABOR Policy 4-321 of the estimated gross fee revenues.

6. Program Fees are not subject to waivers except as required by law.
 7. A master list of Program Fees shall be maintained at each university.
- C. College Fees
1. When setting College Fees, the board shall consider the costs associated with the specific programs and/or degrees, including administrative costs, offered by the college.
 2. College Fees shall be tiered based on the expenses for each college for the programs and/or degrees offered by that college.
 3. College Fees may be used for any purpose.
 4. Each university must maintain a master list of College Fees and publish College Fees.
- D. Other Academic Fees Levied as a Result of Enrollment
1. When setting any other Academic Fees, the board shall consider the cost of the proposed use of the fee and student input on the proposed fee.
 2. Proposals for other Academic Fees shall include estimated revenues from the fee, a description of the proposed use of the fees and an estimated cost of those uses.
 3. Revenues from other Academic Fees may be used for any purpose approved by the board and must be accounted for separately from other university revenue.
- E. Non-Academic Fees: University Presidents may create internal processes to set Non-Academic Fees as necessary.
- F. Sunset Review of Academic Fees
1. Each university will develop and implement a plan to systematically review all existing Academic Fees as part of a sunset process. Unless otherwise specified by the board, the board must review and approve each Academic Fee at least once every 10 years.
 2. Each university will report the Academic Fees reviewed in the prior calendar year, the result of the review and provide a recommendation on the continuation of the fee. College Fees that have been decreased or eliminated in the prior year by approval of the university president will also be listed in this report. The report shall be submitted as directed by the

board office.

3. Reports will be submitted on a template provided by the board office.

G. Transition from Prior Policy

1. All fees in effect on November 17, 2022 remain in effect until the established sunset date or subsequent board action.
 2. Effective July 1, 2024, all fees must comply with Policy 4-104, except that universities that had an existing tuition guarantee program will have until July 1, 2028, to convert their class fees to a college fee structure.
 3. The first Growth Rate proposals made in 2022 and 2023 may be limited to 3 years instead of 6 to assess the impact of the proposed Growth Rates. Further, those first Growth Rate proposals may exclude tuition for sites other than the main university campus. Any changes to excluded tuition must be approved by the board with the applicable hearings as required by law and policy.
 4. Any tuition and fees that do not comply with policy 4-104 will sunset on the established sunset date, unless separately approved by the board.
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Policy History

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| 11/16/2018 | Approved by the Board on second reading. |
| 6/14/2019 | Policy revision approved by the Board on second reading. |
| 2/13/2020 | Policy revision approved by the Board on second reading. |
| 2/9/2023 | Policy revision approved by the Board on second reading. |
| 4/19/2024 | Policy revision approved by the Board on second reading. |

Related Information

4-105 was originally used for the Procedure for Establishing Special Class Fees and Deposits policy from 1989 until it was repealed in 2011.