

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

4-105      Fees

Revision Dates

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

**Note: This policy will remain in effect for setting tuition and fees for FY 2024.  
(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 student consultation.

B.      College and Program Fees

1.      When setting college and program fees the board may consider the costs of programs, other fees that will impact students within the college or program, market conditions, student input and the price of similar colleges or programs at peer institutions. Proposals for college or program fees shall address each of these elements.
2.      Revenues from college and program fees must be used for board approved purposes and each college or program fee must be accounted for separately from other university revenues.
3.      Each proposal for a college or 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.
4.      College and program fees are not subject to waivers except as required by law.
5.      A master list of college and program fees shall be maintained at each university.

**C. Class Fees**

1. When setting class fees the board shall consider the costs associated with a specific class, including administrative costs.
2. Class fees may be used for any purpose approved by the board.
3. If approved by the board, revenues from multiple class fees may be pooled to fund a shared resource, including administrative resources.
4. Each university must maintain a master list of class fees and publish class fees as part of each semester's schedule of classes and course listings.
5. **Billings and Payments of Class Fees**
  - a. Class fees shall be billed in the same fashion as other tuition and fees, unless payment of the fees is made directly to a non-university operator for equipment or facilities. The fact that the class fee will be paid directly to a non-university recipient must be disclosed prior to the board approving the fee.
  - b. Class fees are collected at the time of tuition payment and will be distributed by the university to local department accounts. Each class fee shall be accounted for separately. Fees that are used for shared resources may be distributed to a pooled account. On site payments may not be made to the course instructor.
  - c. Refunds of class fees and deposits shall be in accordance with established university policy and academic units are responsible for maintaining student deposit records.
6. A university president may reduce or eliminate a class fee without board approval. The university shall report any class fee reductions or eliminations as part of the annual report of fees reviewed.
7. Proposals for class fees shall include an estimate and description of estimated costs of the uses of the fee including administrative costs and the estimated revenue from the fee.

**D. Other Academic Fees Levied as a Result of Enrollment**

1. When setting 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

1. 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. Class 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.
4. As part of the sunset review, each university shall consider whether multiple class fees within a program should be consolidated into a program fee or if multiple program fees within a college should be consolidated into a differential tuition or college fee.

G. Transition from Prior Policy

1. All fees in effect on July 1, 2018 remain in effect until the established sunset date.
2. By June 30, 2019, each university will propose a plan to review existing academic fees over the next ten years. The board will establish a sunset date for each fee as part of the review.
3. Other than class fees, academic fees that did not receive board approval will sunset on July 1, 2019 unless a continuance is approved by the board.

Policy History

- 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.
- 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.