

Budget Conversation: April 19, 2021

Topic: Fee Budget Worksheets, Online Forms, Service Center Rates FY23 Process

BRP Web Site for Tuition and Fees, Course Fees, and Other Fees and Fines

- For current Academic Year / Summer Session (Fiscal Year) are posted at:
 - Tuition and Fees; includes tuition and other policies and Housing rates
 - <https://brp.uoregon.edu/content/Tuition-and-Fees>
 - Course Fees, and Other Fees, Fines, Penalties, and Service Charges
 - <https://brp.uoregon.edu/content/Course-Fees-and-Other-Fees-and-Fines>
 - Guidelines for fees; includes requesting new fees and revising existing fees
 - <https://brp.uoregon.edu/content/Fee-Guidelines>

Forms To Request New Fees

- Online forms to request new fees are available at forms.uoregon.edu.
- These forms are required for all new fees and will be routed for electronic signatures.
 - Budget and Resource Planning / BRP Campus Services
 - Fee Request – Lab or Course
 - Free Request – Other Fees, Fines, Penalties and Service Charges.

Fee Budget Worksheets

- Fee budget worksheets are now available on the Guidelines web page.
 - The worksheets will be used to show how the rate was determined.
 - The rate worksheets, were optional last year, but for the next review cycle it will be required for all new requests, this is for consistency and to help with providing detail so hopefully fewer follow-up questions.

Fee Requests Outside of the Annual Review Process

- New fees or changes to existing fees requested off cycle, must have the rate worksheet included with the request.
- Course fee changes can be requested when it relates to a change in curriculum.
- Requests for Other Fees, Fines, Penalties and Service Charges should only be requested when a demonstrated emergency need exists.
- Off cycle requests require at least a month for review, this includes a 2 week comment period
 - ASUO notified about all fee changes that impact students.
 - After units receive approval they must notify those impacted by the changes and/or post the new rate in a public location for 15 days prior to being approved to charge the new rate.

Service Center Rates for 2022-23 Academic Year / Fiscal Year 23

- Rates charged by Service Centers are now included in the fee book listing on the BRP web site.
- Starting in FY23 rates will be included in the annual review process.
- OVPRI office will review and approve all rates prior to being included in the fee book listing.
 - Contact OVPRI with questions regarding the internal review and approval process.

The review for the 2022-23 AY / FY23 will start the first week in October and changes will be due back to BRP by the end of November.