


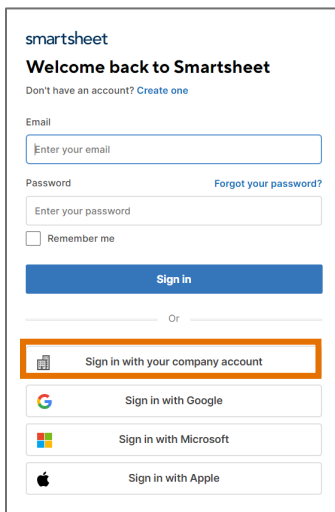
## Overview

This Quick Reference Guide (QRG) is designed to walk users through using the Tuition and Fees Portal to complete their Tuition & Fees Requests.

 <p><b>NOTE</b></p>	<p>The Tuition and Fees Portal contains links to each school and unit's Tuition and fees Request Sheet, Reports, and other resources.</p>
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## Navigating to and Completing Tuition & Fees Request Sheet

1. Access the Tuition and Fees Portal that was shared with you.
2. Sign in, if prompted, by clicking **Sign in with your company account**.



The screenshot shows the Smartsheet login interface. It includes fields for Email and Password, a 'Remember me' checkbox, and a 'Sign in' button. Below these, there are social login options: 'Sign in with your company account' (highlighted with an orange border), 'Sign in with Google', 'Sign in with Microsoft', and 'Sign in with Apple'.

3. Open your Tuition & Fees Request Sheet by clicking your school or unit's link.

 <p><b>NOTE</b></p>	<p>Cells with a yellow background are tuition or fees that you own and need to be updated for this year. The BOV report shows the rates of the last tuition and fee cycle and this year's cycle. New fees need to be requested by completing the <b>New Fee Request Form</b> (linked in the Portal).</p>
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4. Enter your requested Tuition & Fees by clicking anywhere on a row that contains yellow cells. This will open a Details pane on the right-hand side of the screen.

In the Details pane:

5. Enter fees for all fields marked with a red asterisk, scrolling down as required. If the fee is not changing, re-enter last year's amount.

The screenshot shows a 'Details' pane with a 'Data' tab and 'Attachments (0)'. It contains four sections, each with a red asterisk indicating a required field:

- In State Fall 2023 (Proposed) \***: A text input field with a dollar sign (\$) and a cursor.
- In State Fall % Change (2023 vs. 2022)**: A percentage input field with a dropdown menu and a value of '-100 %'.
- In State Spring 2024 (Proposed)**: A text input field with a dollar sign (\$) and a value of 'n/a'.
- In State Spring % Change (2024 vs. 2023)**: A percentage input field with a dropdown menu and a value of 'n/a %'.

**NOTE** Dollar amounts need to be entered in whole numbers (no cents).

6. Enter your T&F Rates Strategy (required), Justifications (required), and Comments (optional).

The screenshot shows a form titled 'T&F Rates Strategy \*' with the following sections:

- T&F Rates Strategy \***: A text area with the instruction: 'Please explain the philosophy or strategy adopted by the school/unit in setting the tuition and fee rates.' Below it is a large empty text box.
- Justification for the proposed fee/rate \***: A text area with the instruction: 'Please provide a justification for the proposed fee/rate change. Your response should include an explanation of the potential budget impact to your school/unit if the request is approved, and any market considerations such as peer tuition rates or comparable fees (please enter n/a if this does not apply)'. Below it is a large empty text box.
- Justification for flat fee/rate \***: A text area with the instruction: 'For fee/rate proposals with a 0% increase, please provide additional information to support the request. Specifically, what will be the long-term impact of keeping rates flat? Also, how will a 0% rate increase impact the perception of the program, or other related programs, within your school/unit? Please feel free to provide any additional relevant information.' Below it is a large empty text box.
- Comments**: A text area with the instruction: 'Please provide any additional relevant information.' Below it is a large empty text box.

7. Click **Save** to save changes, or **Discard Changes** if you do not wish to.
8. Repeat Steps 4-7 for all applicable lines.
9. Provide attachments, if applicable (e.g., peer analysis, cost analysis, justifications, etc.)
  - a) Click on the Attachments tab at the top of the Details pane.

- b) Click **Attach a File**
- c) Select document
- d) Click Open

2025-2026 (Proposed)	In State BOV Total - Annual Version (Proposed)	Out of State Fall 2025 (Proposed)
2.0	\$3,782.0	\$2,232.0
	\$0.0	

**Details** ×

**Data** Attachments (0)

In State Fall 2025 (Proposed) \*

\$

In State Spring 2026 (Proposed) \*


\$

In State 2025-2026 (Proposed)

\$ 0

Preview: \$0

In the Smartsheet:



**NOTE**

There is no “Submit” button. You can continue to modify your requests until OFP&A locks the sheets (check the dates posted on the Portal).

You have successfully completed this task!