University of Pittsburgh Procedure
Fees and Tuition

Category: Student Affairs
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Procedure number: 09-05-03
Effective date: July 2018
Responsible University Officer:
- Provost and Senior Vice Chancellor

PROCEDURE SUMMARY

Tuition and fees charged to student accounts require review and approval before charges are applied to student accounts. In order to implement, change, or delete charges from being applied to a student account, initiators must complete a Fees and Tuition Request Form.

DEFINITIONS

None.

RESPONSIBILITIES

University of Pittsburgh Board of Trustees

- Review and approve changes to tuition and mandatory fees.

Requestor:

- Complete the Fees and Tuition Request Form as described on the form instructions and in accordance with the deadlines on the form.
- Validate revenue changes by reconciling Level Reports.

Dean, Director, Campus President, Provost's Office, or Senior Officer (for Health Sciences only)

- Validate the fees and tuition on the form are reasonable and appropriate.

Student Financial Services

- Validate approval of the Fee and Tuition Request Form.
- Determine if the Registrar's Office should enter the fee into the Student Information System and forward if necessary.
- Update the Student Information System with new tuition or fee charge.
  - Notify the Provost's Office if there are any problems in implementing the fee or tuition charge.

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Registrar's Office
- Update the Student Information System with applicable fees
    - Notify the Provost's Office if there are any problems in implementing the fee or tuition charge.

PROCEDURES

Updating

Requestor

- Complete the Fees and Tuition Request Form.

Approver (Dean, Director, Campus President, Provost's Office, or Senior Officer (for Health Sciences only)
- Validate the fees and tuition on the form are reasonable and appropriate.

Student Financial Services

- Validate the form was approved.
- Determine if the form should be forwarded to the Registrar's Office or would need approval by the University of Pittsburgh Board of Trustees.
- Determine if fee and tuition charges can be applied.
    - Forward any issues to the Provost's Office.
- Update Student Information System with new fees or tuition rates.
- Validate entry of fee and charge.

Registrar's Office

- Determine if fee and tuition charges can be applied.
    - Forward any issues to the Provost's Office.
- Update the Student Information System with new fees or tuition rates.

Requestor
- Validate revenue changes by reconciling Level Reports.

UNIVERSITY POLICIES, PROCEDURES, AND OTHER RESOURCES

Policies

[AC 30, Fees and Tuition](#) (formerly 09-05-03)

Procedures
    None

Other Documents

Fees and Tuition Request Forms and the Deposit Request Form can be found on the Office of the University Registrar's [Forms/Reports website](#)

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CONTACTS

Subject	Contact	Phone
Fees and Deposit Request Forms	Office of the Provost Business Manager	412-624-4222

HISTORY

Update review and change to new format