

STUDENT FEE REQUEST

This form should be used for course fees and non-mandatory fees. General mandatory fees require student input, through SCA.

All new fee requests, as well as requests for increases to existing fees, must be made December 15 for implementation for the following Fall semester and May 15 for implementation for the following Spring semester.

Date of Request: _____

Request for: New Fee _____ Increase to Existing Fee _____

If request is for an existing fee, name of fee: _____

Dollar Amount Requested: _____

Please give a thorough description of the fee, including the nature of the charges and the use for the revenue generated from the fee. For existing fees, please give a justification for the increase request. Please include all course numbers and names of courses affected by this fee.

Signature of Account Supervisor _____ Date: _____

Signature of Dept. Chair _____ Date: _____

Signature of Dean _____ Date: _____

Signature of Provost _____ Date: _____

Approved by Cabinet _____ Date: _____

Date sent to System Admin. For Approval _____ Approval Received _____

Signature of VP for Finance & Management _____ Date: _____

Accounting: Detail Code to be assigned to Course _____

Registrar to Enter Detail Code to appropriate course(s), forward updated printout to Accounting.