



VICE PRESIDENT FOR BUSINESS AFFAIRS

STUDENT AND SPECIAL COURSE FEE REQUEST FORM

SECTION I: Complete for ALL Requests

Request Type: New Fee Change in Existing Fee Rate Cancel Existing Fee

Fee Type: Flat Rate Rate per Credit Non-course

Course Number/Title: _____

Proposed/New Fee Rate: _____ Estimated Revenue per year: \$ _____

Current Fee Rate: \$ _____ Estimated # of Students Impacted _____

Proposed Effective Date: _____
 Semester/Year

Background Information/Fee Justification/Purpose: Identify core products and/or services that will be provided from the funds generated by the fee; explain whether the goods/services are already being provided, whether those funds will continue to subsidize the requirement and/or the necessity to begin charging for the goods and/or services.

SECTION 2: Routing/Approval Process

Department Chair: _____
 Signature Print Name Date

Dean: _____
(if applicable) Signature Print Name Date

Vice President: _____
(applicable area) Signature Print Name Date

President: _____
 Signature Print Name Date