COURSE FEE REQUEST FORM

This form is used to request a new course fee or to request an increase to an existing course fee.

Important: Justification must be attached to this form.

College: _____COB _____COE _____COHP _____COLA ____COS ____CPHM

Level: _____UNDERGRADUATE _____GRADUATE

Effective: FA (Feb. 1 deadline) / SP (Sept. 1 deadline) / SM (Feb. 1 deadline) _____ (year)
(Circle one)

Course	Org Fee (or $0)	Proposed Fee	Account Number	BO Use
_____	_____	_____	_____	[_____]
_____	_____	_____	_____	[_____]
_____	_____	_____	_____	[_____]
_____	_____	_____	_____	[_____]
_____	_____	_____	_____	[_____]
_____	_____	_____	_____	[_____]

APPROVALS:

_____ _____ _____
(Printed Name of Dean) (Signature of Dean) (Date)

VICE PRESIDENT FOR ACADEMIC AFFAIRS:

_____Approved _____Disapproved _____Initials _____Date

VICE PRESIDENT FOR BUSINESS AFFAIRS:

_____Approved _____Disapproved _____Initials _____Date

BUSINESS OFFICE USE ONLY:

Date Received:_____ Date Processed:_____ Initials:_____

REGISTRAR'S OFFICE USE ONLY:

Date Received:_____ Date Processed:_____ Initials:_____