



## COURSE FEE REQUEST

### Part A. School Information (Note: Fee is not assessed until form is approved.)

School: \_\_\_\_\_ Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_

Section(s): (If none specified fee will be approved for all sections) \_\_\_\_\_

Fee Amount Requested: \_\_\_\_\_ ☐ Per course ☐ Per credit hour

Fee Beginning (Term and Year): \_\_\_\_\_

☐ Fee previously approved, request to adjust.

Justification for fee request or adjustment:

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This should show up in the budget organization of: 1100-\_\_\_\_\_

Signature of School Chair: \_\_\_\_\_

### Part B. Approvals

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
VPAA/Provost

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Vice President for Business Affairs

### Part C. Application of Fee

Business Office \_\_\_\_\_ Date \_\_\_\_\_ Office of the Registrar \_\_\_\_\_ Date \_\_\_\_\_  
Detail Code \_\_\_\_\_