**Signature Page**

*Prepared By:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_  
Signature Printed Name Date

**The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.**

*Chair/Associate Dean/Associate VPAA College Dean (if applicable)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_  
Signature Date Signature Date

**By signing you are indicating that you agree to this fee or a revised version of this fee.**

*Chair of the Special Course and Academic Fees Advisory Committee:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_  
Signature Date

*Provost*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_  
Signature Date

*President*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_  
Signature Date

Date of Appeal: \_\_\_\_\_\_\_

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer the following questions for your appeal. In most cases you do not need to submit a new application form or review form unless your form was not properly done or you are changing a denied program fee to a course fee (then you would need to submit the new course fee form along with this page.

**Narrative:** *Answer the following questions.*

1. The SCAPFA Committee provided detailed comments that lead to their decision concerning the fee. Please address those comments here. For example, if we reduced your fee or eliminated it due to the fact that you are not spending all of the revenue then you will need to explain why you are not spending all of the revenue.
2. Justify why the program’s department/college budget cannot support these expenditures and why students should be expected to pay the fee to cover the expenditure.
3. Describe the benefit this revenue will provide to the students who are paying it.
4. Provide any evidence that helps you to justify your fee.