

**APPLICATION FOR NEW OR REVISED SPECIAL COURSE/PROGRAM FEE**

**This form must be submitted to the chair of the Special Course Fee Committee by the following dates:**

- **Fall/Summer Semester Course Fees: February 1**
- **Spring Semester Course Fees and ALL Program Fees: October 1**

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_

Department: \_\_\_\_\_

Course Prefix, Number, and Title: \_\_\_\_\_

New special course/program fee \_\_\_\_\_ Change existing course/program fee \_\_\_\_\_

Type of Class: Laboratory \_\_\_\_\_ Studio \_\_\_\_\_ Practicum \_\_\_\_\_

Other (Please Explain) \_\_\_\_\_

Semester Offered: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Effective Date: \_\_\_\_\_

Projected Annual Enrollment: \_\_\_\_\_ Size of Typical Section: \_\_\_\_\_

Fee Amount Recommended (Per Student/Per Class): \$ \_\_\_\_\_

Projected Annual Revenue: \$ \_\_\_\_\_

Attach a proposal with the following information:

- A narrative justification for the fee with a description of how the fee revenue will be spent, and the value added for the course(s) in which the special fee will be charged.
- For existing fees, include both current and projected reserve balances and their intended uses. Document any increase related to a change in service provider or contractual arrangement.
- A budget that details the anticipated revenue and expenses associated with the fee account.

**Approval Signatures:**

Chair/Associate Dean: \_\_\_\_\_ Date \_\_\_\_\_

School Dean: \_\_\_\_\_ Date \_\_\_\_\_

Special Course Fee Committee: APPROVED  NOT APPROVED

VPAA: \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**After Approved by President Submit Form to Budget Office**

**Budget Office Use Only:**

Fund	Department	Program	Class	Account