

COURSE-RELATED FEES APPROVAL*

(refer to Policy BT06)

Unit Requesting Fee(s): _____

Brief Description of Fee(s): _____

Internal Order (IO) to which fee income will be credited: _____ **Business Area #:** _____

Request is for a: NEW FEE(s)

Revision of EXISTING FEE(s) Increase Decrease Eliminate

New Study Abroad (embedded Course Fee)

Revision of EXISTING STUDY ABROAD COURSE FEE(s) Increase Decrease Eliminate

Provide a detailed explanation for:

- New Fees
(Why is a new fee required?): _____

- Existing Fees
(Why is the rate changing?): _____

Total Amount of Fee:

Attach a schedule showing:

- For New Fees: A detailed explanation of how the fee was derived.
- For Existing Fees: A comparison of the current rate, the proposed rate and the increase/decrease amount and percentage. An explanation is needed for any increases or decreases over 4%.

*Addresses consumable supplies needed for a specific course - e.g. lab supplies, materials, travel, Study Abroad embedded course fee(s).

Must be approved by the following before submission to the University Budget Office for final approval:

_____	_____	_____	_____	_____	_____
Budget Administrator	Date	Budget Executive	Date	Financial Officer	Date

To Be Completed by the University Budget Office

Approved _____ **Date** _____

University Budget Officer