



SUBMISSION OF PROPOSAL FOR NEW OR EXISTING COURSE-RELATED FEES

(refer to Policy BT06)

Unit Requesting Fee(s): _____

Brief Description of Fee(s): _____

Account to which fee income will be credited: _____ **Admin Area Number:** _____

- Request is for a: NEW FEE(s)
- Revision of EXISTING FEE(s) (Increase or Decrease or Eliminate)
- New Study Abroad (embedded Course Fee)
- Revision of EXISTING STUDY ABROAD COURSE FEE(s) (Increase or Decrease or Eliminate)

Provide a detailed explanation for:

- New Fees: Why is a new fee required?
- Existing Fees: Why is the rate changing?

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%.

NOTE: This policy addresses consumable supplies needed for a specific course - e.g. lab supplies, materials, travel, and also 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	