

Course Fee Request Form

Date

Add New Course Fee Delete Course Fee Decrease Course Fee Increase Course Fee

Fee to be Assessed Beginning Year

Course Subject (e.g. BIOS) Course Catalog Number (e.g. 5300)

Course Title

Course ID (e.g. 090361)

Contact the Registrar's Office at x2201 if Course ID is unknown

New Course Fee Information

Description of Services Provided by this Fee:

Costs to be Incurred: Estimate dollars to be spent in each category (e.g. handouts-\$435, wages \$3,200, benefits \$501).

Estimated Enrollment

Fall Spring Summer

Total Enrollment

Fee Amount Requested Estimated Total Revenue

Required Signature Approval

Dean _____ Date _____

EVP for Academic Affairs _____ Date _____

Form Completed By Phone Number

After final approval route form to the Registrar's Office - EAD 239

For Registrar's Office Use Only
Entered by: _____
Date Entered: _____