

Course Fee Request Form

Please send completed form to the Office of Student Finance, SSC 150

Course Information

Program	Subject (e.g. BIOS)	Course Number (e.g. 5300)
Course Title		Course ID (e.g. 090361)*
Change	Effective Date or Term	Course Fee Amount
<input type="checkbox"/> Add New Fee <input type="checkbox"/> Remove Fee <input type="checkbox"/> Reduce Fee <input type="checkbox"/> Increase Fee		

Fee Information

Description of services provided by this Fee:	List Applicable TEC
Costs to be Incurred:	
Estimate dollars to be spent in each category (e.g. handouts -\$435, wages \$3,200, benefits \$501).	

Estimated Enrollment

Fall Enrollment	Spring Enrollment	Summer Enrollment	Total Enrollment

Fee Amount

Fee Amount Requested	Estimated Total Revenue

Approvals

Dean/School

Date

Provost

Date

Budget Office

Date

Student Finance

Date

****Please contact (817) 735-2026 for assistance in completing this form.***

For Office Use Only

Entered by _____ Date Entered _____