**Signature Page**

*Prepared By:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Printed Name Date

**The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.**

*Chair/Associate Dean/Associate VPAA College Dean*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_
Signature Date Signature Date

**By signing you are indicating that you agree to this fee or a revised version of this fee.**

*Chair of the Special Course and Academic Fees Advisory Committee:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

*Provost*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

*President*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

After all approvals are obtained the application will be sent to the Budget Office and, if applicable, an accounting string will be sent to the budget manager.

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

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choose one of the following:

|  |  |  |
| --- | --- | --- |
| ⃝ Newly proposed fee | ⃝ Existing fee that will change (increase/decrease/eliminate)Indicate which situation applies | ⃝ Reapplication of an existing fee that will not change, but requires BOR approval. |

Choose one:

 ⃝Academic Program Fee ⃝Supplemental Course Material or Laboratory Fee

**Supplemental Course Material or Laboratory Fees (*Only complete this section if you are proposing a course fee.*):**List the courses for which this fee will apply:

|  |
| --- |
|  |

 *Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.*

Projected Annual Enrollment:\_\_\_\_\_\_\_\_ Fee amount per student: \_\_\_\_\_ Projected Annual Revenue:\_\_\_\_\_\_

**Academic Program Fees (*Only complete this section if you are proposing a program fee.*):**

Which academic program will this fee support?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually.* *If the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.*

Projected Annual Enrollment:\_\_\_\_\_\_\_\_ Fee amount per student: \_\_\_\_\_

How often will a given student have to pay the fee?

|  |  |  |
| --- | --- | --- |
| ⃝ Only once (when the student is accepted into the program) | ⃝ Each semester the student is enrolled in the programIs summer term included?\_\_\_\_\_ | ⃝ Once per yearWhich semester?\_\_\_\_\_\_\_\_\_\_\_ |

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

Do all students enrolled in this program have to pay the fee? \_\_\_\_\_\_\_ (If not, explain who will pay the fee)

**Narrative Section**

**Description***-Describe below how the fee revenue will be spent (be as specific as possible):*

**Justification***-Justify below why the program’s department/college budget cannot support these expenditures:*

**Benefit***-Describe below the benefit this revenue will provide to the students who are paying it:*

**Impact**- *If your request is denied describe what impact this will have on your program.*

**Other**- *If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.*