

**SPECIAL COURSE FEE REQUEST FORM**

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as outlined in this section. The reasons for these exceptions are extraordinary instruction costs due to: (a) individual instruction (e.g., private music lessons), (b) class supplies (e.g. welding), (c) third party charges for use of a facility (e.g. golf), (d) special transportation requirements, or (e) some combination of these reasons. Responsibility for implementing this policy is delegated to the Presidents up to a maximum of \$50.00 per course. Courses requiring fees higher than \$50.00 require Board of Regents approval. (Board of Regents Procedures and Guidelines Manual, Chapter 7, Section 7.)

College	<b>ACTION REQUESTED</b> Establish New Fee Increase Existing Fee Decrease Existing Fee	<b>Current</b>	<b>Proposed</b>
Department			
Course Number			
Course Title			

**JUSTIFICATION** Use of funds must be for extraordinary costs of instruction. Please be specific in your description of the types of expenses anticipated to be funded from this account. *If salaries are involved, a detailed explanation of the relationship of the salaries to the course is required.*

<b>FINANCIAL</b>	Opening Balance	Revenues/ Transfers In	Expenses Transfers Out	Ending Balance
Current Fiscal Year	-	-	-	-
Projected Fiscal Year	-	-	-	-
Current Enrollment	<input type="text"/>			
Projected Enrollment	<input type="text"/>			

<b>BUDGET DETAIL</b>	Current Year FY ____	Projected Year FY ____
Salaries		
LOA	-	-
Faculty/Admin	-	-
Classified	-	-
Graduate Assistant	-	-
Student/Hourly	-	-
Fringe	-	-
Operating*	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Equipment		
<b>TOTAL</b>	\$ -	\$ -

\* Separately identify significant operating expenses

<b>SIGNATURES AND APPROVAL</b>	
Account Manager _____	Chair, Student Fees Committee _____
Department Chair _____	Provost _____
Dean or College Fiscal Officer _____	

