

Program Fees
Establishment and Budgetary Review

PROGRAM FEE REQUEST

The following information is required for the establishment of a new Program Fee or adjustment of an existing Program Fee:

Department/Division: _____

Requesting Unit: _____

Contact Person: _____

 Email _____

 Phone _____

1. Which of the following does this request concern? (Please choose one)

 Proposal of a New Program Fee

 Increase to an existing Program Fee

 Decrease to an existing Program Fee

2. Is this program offered through Summer Session? _____

3. If this is an existing fee please provide the FOAPAL. _____

4. Provide a brief description of the proposed or increased fee.

5. What is the name and amount of the proposed fee?

6. If this fee affects retirees, have you consulted with the appropriate group?

7. Explain how these expenses have been paid in past years if this is a new fee.

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8. Are scholarships available for participants? How does the scholarship program work?

9. Notes: Anything else you wish to convey to the committee to consider your request.

10. Include an approval by the Vice Chancellor or Dean. If this program is offered through Summer Session also include the approval of the Director of Summer Session.

Summer Session Director Approval: Name Title Date

Dean/Vice Chancellor Approval: Name Title Date