

Program Fees
Establishment and Budgetary Review
For Academic Year 2018-19

PROGRAM FEE REQUEST

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

Division / Unit:

Division Contact (Person to contact with questions)

Name:

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. What is the name and amount of the proposed fee?
4. If this is an existing fee please provide the FOAPAL.
5. What products and /or services does the new/existing fee provide?
6. If this is not a new fee, what is the currently approved fee? (Please refer to the published list at <http://planning.ucsc.edu/budget/miscfees.asp>) If the amount being charged is different than the published fee, please provide both the approved and actually charged amounts and describe why there is a discrepancy.
7. If this is a new program fee, how have the costs for these products and /or services been covered previously?
8. If this fee affects retirees, have you consulted with the appropriate group?
9. Anything else you wish to convey to the committee to consider your request.

Principal Officer

Date