

**Course Fees**  
**Establishment and Budgetary Review**  
**For Academic Year 2019-20**

**COURSE FEE REQUEST**

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

Division:

Department:

Course Name:

Course Number:

Cross-Listed Course Number (if applicable):

Is this course: (Please check)  Required  Required for Certain Tracks  Elective

Department Contact (person to contact with questions)

Name:

Email:

Phone:

1. Which of the following does this request concern? (Please check)
  - Proposal of a new Course Fee
  - Increase to an existing Course Fee
  - Decrease to an existing Course Fee
  - Delete an existing Course Fee

If change to existing fee, has the course name or number changed from the previously approved fee? Yes / No

If yes, please provide the course name and number associated with the previously approved fee.

2. What is the amount of the proposed fee?

## Course Fees

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3. If this is not a new fee, what is the currently approved fee? (Please refer to the published list at <https://planning.ucsc.edu/budget/operations-forms-training/miscellaneous-fees-and-course-fees/index.html> 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.
4. Are there additional costs associated with this course such as textbooks/readers? If yes, please provide a range, based on source, such as used, online, rental, or new purchase. You may use the average price over the past few years.
5. If this is an existing fee, provide a brief description of the basis for the proposed change in the fee level.
6. What is the enhanced supplemental academic benefit to the student paying for the fees?
7. If this is a new fee, explain how the related expenses have been paid in prior years. If the materials and /or services to be provided did not exist in prior years, explain why they are now considered necessary.
8. Can students reasonably secure these materials elsewhere? If not, please describe why:
9. Is the fee mandatory for all students enrolled in the course: Yes / No
10. Fee Waivers may be granted as an exception. Please specify your Division's appeal process (this is required).
11. What is the disposition of quarterly/annual surpluses/deficits generated by this course?

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Dean's Approval

Date