

## Miscellaneous Fees

### Establishment and Budgetary Review For Academic Year 2025-26

#### MISCELLANEOUS FEE REQUEST

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

Division / Unit:

Division Contact (Person to contact with questions)

Name:

Email:

Phone:

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

- Proposal of a New Miscellaneous Fee
- Increase to an existing Miscellaneous Fee
- Decrease to an existing Miscellaneous Fee

1. If this is a **new fee** please provide the name of the fee, type of customer (ex. On Campus, Off Campus, Non Profit, etc) and amount of the proposed fee along with a description of why the fee is required, and what specific expenses it will cover.

*Example: Room Rental – Off Campus - \$100 per hour – rental of classroom space in Building -- fee is required to offset expenses related to the set up and preparation of the classroom for rental - expenses include student staffing to prepare classroom*

2. If this is an **existing fee** please provide the current FOAPAL, Name of Fee, type of customer (ex. On Campus, Off Campus, Non Profit, etc.) current approved fee and revised fee amounts, description of the fee, what specific expenses it currently covers, and why a change is required.

*Example: Fund-org# - Room Rental*

*Off Campus - current \$100 per hour proposed \$150 per hour*

*On Campus - current \$50 per hour proposed \$75 per hour*

*– rental of classroom space in Building – expenses include student staffing to prepare classroom – increase is required to cover increased minimum wage requirements for student staff.*

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3. Please list your top three to five major customers by approximate percent of income generated.
4. If this is a new miscellaneous fee, how have the costs for these products and /or services been covered previously?
5. Communication of Rates:
  - a) Please describe how the rates are communicated to your customers.
  - b) If this is a change to a rate with payroll deductions, please provide details on this this will be communicated to your customers PRIOR to the rate taking effect.
6. If this fee affects retirees, have you consulted with the appropriate group?
7. Anything else you wish to convey to the committee to consider your request.

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Principal Officer

Date