

## Course Fees

### Establishment and Budgetary Review For Academic Year 2024-25

#### COURSE FEE REQUEST

**Before requesting a new or increased fee please review your division's centrally allocated course fee fund balance (fund 20080). If the prior year carryforward balance significantly exceeds the recommended guidelines for Level of Reserve expenses <https://planning.ucsc.edu/budget-archive/policy/cfwd-guidelines.html>, in this case 10% to 15% of prior year expenses, the requested fee may not be approved.**

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 (Please note that only for-credit courses are eligible for course fees):

Cross-Listed Course Number (if applicable):

Please select one of the following to describe the course:

Field Study (FLD)  Independent Studio (STI)  Lab (LAB)  Studio (STU)

Other  If selecting "Other" please specify \_\_\_\_\_

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

## Course Fees

### **Establishment and Budgetary Review For Academic Year 2024-25**

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?
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. Please describe in detail why the fee is required and what expenses (materials and/or services) it will provide for the student in the course.
5. 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.
6. What is the enhanced supplemental academic benefit to the student paying for the fees?
7. If this is an existing fee, provide a brief description of the basis for the proposed change in the fee level.
8. 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.
9. Can students reasonably secure these materials elsewhere? If not, please describe why:
10. Is the fee mandatory for all students enrolled in the course: Yes / No
11. Fee Waivers may be granted as an exception. Please specify your Division's appeal process (this is required).
12. What is the disposition of quarterly/annual surpluses/deficits generated by this course?

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Dean's Approval

Date