

## Miscellaneous Fees

### Establishment and Budgetary Review For Academic Year 2023-24

#### 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:

1. 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
2. What is the name and amount of the proposed fee?
3. If this is an existing fee please provide the FOAPAL.
4. What products and /or services does the new/existing fee provide?
5. If this is not a new fee, what is the currently approved fee? (Please refer to the [published list](#)). 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.
6. Please list your top three to five major customers by approximate percent of income generated.
7. If this is a new miscellaneous fee, how have the costs for these products and /or services been covered previously?
8. 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.
9. If this fee affects retirees, have you consulted with the appropriate group?
10. Anything else you wish to convey to the committee to consider your request.

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Principal Officer

Date