**UW-GREEN BAY 2019-20 BUDGET**

**FEE CHANGE REQUEST FORM**

One sheet must be completed for each new fee or any fee increase of more than 3%.

**Approved fees will be effective July 1, 2019**.

Please ‘tab’ between the fields when filling out the form.

Department Requesting Fee Change:

Fee Description and Justification:

|  |  |  |
| --- | --- | --- |
| Current Amount | Proposed Amount | Percent Increase |
|       |       |       |

Total Revenue Projection:

Expenditure Plan (how will the increased revenue be used):

Comparable fees at each institution listed below:

|  |  |
| --- | --- |
| Eau Claire |       |
| LaCrosse |       |
| Oshkosh |       |
| Parkside |       |
| Platteville |       |
| River Falls |       |
| Stevens Point |       |
| Stout |       |
| Superior |       |
| Whitewater |       |
| Mean |       |
| Median |       |

Once this fee change has been approved by the Division Head, this form and any accompanying documentation should be saved to the budgsub$ share drive in the appropriate division folder. The deadline to upload the form to the share drive is **FEBRUARY 8, 2019**.

The Provost’s Office will verify the approval of the division/department head as appropriate before approval by the Provost and submission to the Budget Office.

The Budget Office will verify Division Head approvals before submission to the Chancellor.