**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.