**Special Course Fee Form**

Effective for Enter Academic Year Academic Year

Type of Request: New Request Adjust Fee Remove Fee

|  |  |  |
| --- | --- | --- |
| Course Name Enter Course Name | | Subject Area (Dept) Enter Subject Area |
| Catalog Nbr.  Enter Catalog Number | Course ID  Enter Course ID | Current Special Course Fee Amount ($)  Enter Current Fee Amount (whole dollars)  New Special Course Fee Amount  Enter New Fee Amount (whole dollars) |
| Fee revenue is deposited to:  Cost Center: Enter Cost Center here  Program: Enter Program here | | |
| Reason for Special Course Fee. Be specific. Itemize reason(s) and charge(s).  Enter reason for the fee. If there are multiple reasons, itemize them here. | | |
| Person Submitting Request  Name of person making the request | | |

**Approvals**

Dean of College Approval from dean of college – enter name here

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To be completed by Budget Office

Provost Approval from Provost – enter name here

Chancellor Approval from Chancellor – enter name here