

COURSE FEE APPROVAL FORM

BASIC COURSE INFORMATION

College: _____ Subject: _____ Course # _____

Effective Term: _____ Course Title: _____

ACTION

New Fee Change in Existing Fee Delete Fee

Is this a computer fee? Yes No
 If yes, please check high or low amount and go to Step 4
 High: \$22.00 Low: \$15.00

Please answer the following questions (if this fee is not a computer fee).

1. How many students per year will this fee affect? _____
2. Number of credit hours per year? _____
3. Amount of annual revenue anticipated from this fee? _____
4. Will this fee be allocated to a new or existing FOPAL? New (If new, attach a request for new FOPAL) Existing (if existing, fill out number 5)
5. To which FOPAL account number will this fee be allocated:
 Fund Organization Account Program
6. Will the revenue generated from this fee be used for the same purposes as existing revenue allocated to this account?
 Yes No If yes, please list other course fees allocated to this FOPAL. _____

7. Name of Fee: _____
8. Amount of fee: \$_____ Fixed fee or per credit hours? _____
9. Please provide a short justification for a new fee:

Recommended by: