**Campus Course, Laboratory, and Miscellaneous Fee Approval Form**

Type of Fee:  Course  Lab  Miscellaneous

New or Existing Fee: New Fee  Existing Fee

Date:

Department/School:

Course Number:

Course Title:

Name of Student Fee:

For Existing Fees, Current Fee Charged per Student:

Proposed Fee Charged per Student:   
*Please round to the nearest dollar.*

Projected Fiscal Year Income:

*Please multiply the number of students with the fee amount.*

Projected Fiscal Year Expenditures:

*Attach a detailed list of expenditures to be made from the income.*

Current Source of Funding of Present Expenditures:

For Existing Fees, Current Balance in the Account for Existing Fees:

*If you have more than one year of accumulated revenue in this account, please provide a succinct plan for how these funds will be used in the future.*

Cost Center

Rationale:   
*Describe the costs incurred per semester and/or fiscal year and why these costs need to be covered by* ***a course, lab, or miscellaneous fee.*** *Specify if the costs are by semester or fiscal year.*

For course or lab fees: Summary of Costs (should match projected fiscal year income)

1. Estimate enrollment per semester
2. Approximated cost per student per semester

**Signature Page**

Course, Lab, or Misc Fee:

Department Chair/Director Date

Dean or Associate/Assistant VC Date