

## **INSTRUCTIONS FOR COMPLETING THE FEE/SERVICE CHARGE APPROVAL REQUEST FORM**

A separate request form must be completed for each proposed new fee, revision to fee, or service charge. Each request form should be forwarded to the Office of Enrollment and Financial Planning through the appropriate reporting levels established in each major area. Please retain a copy of this form for your files.

### **SECTION A: FEE/SERVICE CHARGE DESCRIPTION:**

Title the proposed or existing fee/service charge.

Indicate the reason for submission of the fee/charge form and the proposed effective date.

The Current Rate should be the rate listed on the final Authorized Schedule of Fees/Service Charges (approved by Board of Regents) for existing fees.

The amount of the individual fee/charge to be paid by the persons affected by fee.

Estimate the total actual revenue to be generated by the fee/charge during the fiscal year.

If the fee/charge will be collected at the Bursar office, please indicate such. If the fee will be collected by a department, indicate the title of the department.

### **SECTION B: PURPOSE/JUSTIFICATION: (I.E.)**

Who will be charged? Why is this fee/charge necessary? Is a new service being provided to those charged? If the service is not new, why is a fee/charge necessary at this time? How is the service currently being funded? What is the necessity of revising the current fee/charge? If this is an existing fee/charge, when was it last revised?

### **SECTION C: ESTIMATED ADMINISTRATIVE/COLLECTION COST:**

Cost to all budget units that participate in activities associated with the collection and monitoring of the fee/charge including the production of the necessary reports on the generation and expenditure of revenues.

### **SECTION D: PROPOSED BUDGET UNIT(S) AND SPECIFIC EXPENDITURE DESCRIPTION:**

Provide the complete account number(s) including expenditure codes and the projected expenditure of each.. Provide narrative description of proposed use of funds.

**(NOTE: DECISIONS REGARDING ACCESS TO FEE REVENUE ARE  
INDEPENDENT OF FEE APPROVAL.)**

### **SECTION E: REFUND POLICY (if applicable):**

Under what circumstances will a refund be considered? If a refund will be given, how much of a refund? 100%, 50% etc. What is the time frame for refunds?

### **SECTION F: ALL SIGNATURE LINES MUST BE COMPLETED**