INSTRUCTIONS FOR COMPLETING
FEE/SERVICE CHARGE APPROVAL REQUEST FORM

A separate request form must be completed for each proposed new fee, revision to fee, or service charge. Pass through charges are considered a fee/service charge and must be approved. Each request form should be forwarded to the Budget Office 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
- Check appropriate line next to who will be charged
- 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 in fiscal year 2016-17
- 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: 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.

SECTION D: REFUND POLICY (if applicable):

Under what circumstances are refunds considered? If a refund is given, what percentage? What is the time frame for refunds?

SECTION E: ALL SIGNATURE LINES MUST BE COMPLETED