Missouri Western State University

Request to Initiate New or Increase Existing Course Fee

____ Proposed New Course Fee ____ Proposed Change in Existing Course Fee

Please complete a separate proposal for each fee (or set of fees) being proposed by your unit/department.

Department/Unit:_____

Contact Person: _____

Phone: _____ Email:_____

Course Title: _____

Term of Proposed Implementation* _____

Name of Fee: _____

Purpose of Fee: _____

_____

Amount of Fee: _____

Check either Flat Fee_____ Per Credit Hour Fee_____

Revenue to: Fund____ Acct____ Org____ PR____

*Coordinate with the Registrar's Office on due dates for activation. For **new courses** the fee must be approved by **July 1** to begin in the Fall semester of the next academic year. For adjustments to existing courses, the fee must be approved by **November 1st** to begin in the next Fall semester.

Basis of the fee(s): How was the fee determined and calculated? Include a detailed estimate of revenue and expense.

_____

_____

_____

Are there other funds supporting this activity/function? If yes, please list them: _____

_____

_____

If an existing fee: Describe the origin of the fee. When was it started and by whom? Are funds generated by the existing fee utilized for a specific purpose? (Attach documentation.)_____

_____

_____

How often is the fee adjusted? _____ When was it last adjusted? _____

What process is used to adjust the fee? _____

_____

Recommended for Approval

Department Chair's Signature: _____ Date: _____

Department Chairs should submit the completed request form to the appropriate academic dean for approval. Copies go to the VPFPA, Bursar and Registrar for informational purposes.

Dean's Signature: _____ Date: _____

Provost and Vice President of Academic Affairs: _____ Date: _____

Provost's office will send approved forms to the VPFPA, Bursar and Registrar for implementation.

For Use by Business Office

Course fee changes must be sent to the Registrar to develop appropriate information and timing for implementation of the fee. Note that all student course fees shall be assessed by the Registrar's Office and collected by the Bursar.

Copies to: Contact Person, Department Chair, Dean, Provost and VPAA, VPFPA, Bursar, Accounting, Admissions, and Registrar

Set up Complete _____ _____ _____ _____

Bursar Date Accounting Supervisor Date

Heider 3-12-10