

# Course Fee Request Form

1. Department: \_\_\_\_\_
2. Fund: \_\_\_\_\_ Org \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_
3. Course Prefix, Number, and Title: \_\_\_\_\_
4. Course Description (as listed in catalog) \_\_\_\_\_
5. Fee is: New ☐ Revision ☐ Deletion ☐
6. Amount per student (round to nearest dollar): \_\_\_\_\_
7. If it is a change to an existing fee what is the current amount being charged? \_\_\_\_\_
8. Preferred Effective Enrollment Period (Semester and Year): \_\_\_\_\_
9. Justification/Rationale for Course Fee Amount: \_\_\_\_\_
10. Provide a detailed justification/rationale for the fee amount to include *itemized cost data* and a description of how the charges were determined, i.e., expected enrollments, prior usage, costs per item. Attach an additional page if needed.  
\_\_\_\_\_
11. Are the items requested to be used by different students over several or more semesters? Yes ☐ No ☐  
If yes, please explain: \_\_\_\_\_
12. Student enrollment for the last 3 offerings:
  1. Semester \_\_\_\_\_ Year \_\_\_\_\_ Enrollment \_\_\_\_\_
  2. Semester \_\_\_\_\_ Year \_\_\_\_\_ Enrollment \_\_\_\_\_
  3. Semester \_\_\_\_\_ Year \_\_\_\_\_ Enrollment \_\_\_\_\_

## Approvals

1. School/Department Chair	Date MM/DD/YYYY	4. Provost & VP for Academic Affairs	Date MM/DD/YYYY
2. College Dean	Date MM/DD/YYYY	5. VP for Finance & Operations	Date MM/DD/YYYY
3. Course Fees Committee (VPAPS)	Date MM/DD/YYYY	6. UCM Board of Governors (VPAPS)	Date MM/DD/YYYY

### FOR COURSE FEES COMMITTEE USE ONLY

Transportation

Materials Based on Equal Consumption

Materials Based on Usage

Fees for Conferences/Events Registration

### FOR STUDENT FINANCIAL SERVICES USE ONLY

Detail Code \_\_\_\_\_

Return to Academic Programs and Services, [academicprograms@ucmo.edu](mailto:academicprograms@ucmo.edu), WDE 1922