



SPECIAL COURSE FEE REQUEST FORM

APPROVAL
 REVISION
 WITHDRAWAL

Please check one of the boxes above. This form must be completed for approval of all new special course fees, revisions of existing fees, or cancellations of existing fees. Special course fees are reviewed between **May & June** for the upcoming fiscal year, which includes summer session. For example: In May-June 2010, forms are reviewed for Fall 2010, Spring 2011, & Summer 2011. Please see the budget office web site for the special course fee review procedures.

<http://www.uwsuper.edu/budget/specialcoursefees/index.cfm>

UW System Policy Paper (G29) Special Course Fees: <http://www.uwsa.edu/fadmin/gapp/gapp29.html>

Course Number & Title: _____

This course is required for degree completion
 Degree _____

Justification for new fee or adjustment for existing fee

(Please print or type)

Justification should identify:

- Estimated or actual extra cost to be incurred
- Policy section that justifies the fee
- Documentation of how the fee was arrived at (calculations, cost-break downs, copies of invoices, etc)

Cost/Pricing Information		Fee/Student
Materials/Services to be purchased		
Projected number of students enrolled annually: _____	Total Course Fee	

Revenues to be deposited in Cost Center #: _____

Department Chair (printed) _____

Department Chair (signature) _____ Date _____

Business Office Approval _____ Date _____

Provost Approval _____ Date _____



SPECIAL COURSE FEE REQUEST FORM

I request authorization to charge special course fees for the course listed on this form. The request is being made due to the extensive additional costs associated with providing the course as detailed on this form and/or attachments. These expenses cannot be reasonably financed by the regular instructional fees and tuition charged. I have reviewed and understand the UW-System policy regarding special course fees and believe that this request is in compliance with the UW-System guidelines. If approved, I understand that I am responsible for compliance with all of the following campus requirements:

Department Chair must initial each.

- _____ My department will keep the Registrar's and Cashier's Office informed of any new or changed fees so that the course catalogs and the student accounts receivable system will have the correct information. Once approved, the fee will be charged in every term in which the course is offered.
- _____ My department will obtain prior approval for adjustments to the amount charged. All change requests will be made by submitting a special course fee request form. Rates cannot vary from what is published in the class schedule.
- _____ This fee will be charged on the student accounts receivable system and collected by the Cashier's Office, except in those instances where payments are more appropriately paid directly to a vendor.
- _____ No fees will be collected by the instructor or by any other means.
- _____ All fees collected will be used solely to support the courses and fee justification listed on the reverse side of this form.
- _____ My department will administer the fee funds in ways that provide the students paying the fee with a reasonable opportunity to benefit equitably from the expenditure of the fee funds.
- _____ If this course fee is a requirement for the completion of a degree, I attest that the fee meets one of the following requirements: (check)
- The students can exercise an option to participate beyond the minimum requirements, which will result in additional supply and expense costs.
 - The student has consumed the standard resources provided to all students, and requires additional resources to complete the requirements.
 - The student wishes to upgrade the standard/regularly provided materials.
 - Private vocal/instrument lessons to non-music majors; or for music majors who take lessons beyond the requirements.
 - Materials that result in a tangible product retained by the student in a for credit course.
 - Transportation and admissions cost incurred on field trips required in credit course instruction.
 - An alternative course with no fee is offered.
- _____ There are no disallowed expenses included in this fee.
- _____ My department will not allow special course fees to accumulate to any significant amount without a review of fees charged.
- _____ My department has procedures in place to inform a new department chair (in the event that I discontinue my responsibilities as department chair) regarding departmental responsibilities for administering the special course fee as stated herein.

xc Department Chair

xc Cashier's Office