

WRIGHT STATE UNIVERSITY
Request for Course Special Fee

Instructions: To request a new or modified course fee, please provide the following information, obtain approval from the dean of college or school, and submit to the VP for Business and Finance for review of the financial data. Upon approval of the revenue and expense information, the request will be forwarded to the Vice President for Curriculum & Instruction.

College/School _____ Department _____

Course Prefix _____ Course Number _____

Course Title _____

Section Number _____ (only if this is section specific)

New fee or adjustment to existing fee: New _____ Adjustment _____

Amount of fee requested _____

If new, please provide: Fund _____ Org _____ Account _____ Program _____

If adjustment, amount of existing fee: \$ _____

Fee Description: _____ (for Web Display)

An approved course fee will take effect at the beginning of the first registration period that follows approval unless a later date is specified. Effective date if later than default. _____

Check one of the following for refund policy:

_____ Follows Tuition Refund Policy

_____ No Refund, please provide justification:

APPROVALS

Dean of College/School Date VP for Business & Finance Date

Office of the Provost if approved by appeal Date VP for Curriculum & Instruction Date

Internal processing only

FORWARD TO BUDGET PLANNING & RESOURCE ANALYSIS

Date _____

IF FEE IS NEW, FORWARD TO OFFICE OF THE BURSAR

Date _____

Detail Code _____

FORWARD TO OFFICE OF THE REGISTRAR FOR PROCESSING

Registrar Staff Date

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COURSE EXPENSE ACCOUNTING FOR NEW OR INCREASED COURSE FEES

Anticipated Enrollment/Revenue:

	# of Students (FTE)	Revenue
Fall	_____	\$ _____
Spring	_____	\$ _____
Summer	_____	\$ _____

Description of Expenses (Be specific)

Anticipated Cost per course

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____ -

Note: Anticipated revenue is not to exceed anticipated costs

Programmatic Justification for Fee:

_____ Business Manager _____ Date

_____ College/School _____ Date