



CATEGORY III FEE ACTION REQUEST

Department: _____ Date: _____

Fee Title: _____

Fee Type (check as appropriate): _____ Student Fee _____ Non-Student Fee

Fee Term Begin Date: _____ Term: _____ Year: _____

Action Requested: _____ Establish New Fee _____ Adjust Existing Fee _____ Delete/Discontinue Fee

Account Number (if existing): _____ Account Title (if existing): _____

- 1. Specify the materials, services, and support provided to this course through allocated departmental/college funds.

[Empty text box for question 1]

- 2. Specify the "exceptional" instructional materials/services that will be provided to each student with funds generated by charging this fee.

[Empty text box for question 2]

- 3. Why are these materials/services necessary?

[Empty text box for question 3]

- 4. What tangible benefit will the student receive as a result of this charge?

[Empty text box for question 4]

- 5. How was the amount of the charge calculated? (Be specific.)

COURSE INFORMATION (If Applicable)
College: []
Course Fee Chatfield Acct #: []
Course Prefix & Number: []
Course Title: []
Current Fee: \$ []
Requested Fee: \$ []
Approved Fee: \$ []

6. Do students have the option of obtaining these materials/services from another source? If not, why not?

7. How, if any, is this cost currently being covered?

8. In the interests of keeping costs of attendance as low as possible and minimizing the impact of new fees on students in any one given semester, would the department consider phasing the fee in over multiple semesters?

_____ If yes, how many semesters? _____
_____ No

Executive Order 1102, Attachment 2 advises that a statement of revenues and expenditures, including a minimum of one year of actual/estimated costs and two years of projected revenue and expenditures for the fee revenue supported activity, shall be developed by the campus chief financial officer and considered by the president prior to establishing or adjusting any fee. Please note that according to Executive Order 1102, all revenues from miscellaneous course fees should be expended in the year in which they are collected.

Estimated Annual Revenue

Term:

Summer	_____	x	\$ _____	=	\$ _____
	(Estimated # Students)		(Proposed Fee)		
Fall	_____	x	\$ _____	=	\$ _____
	(Estimated # Students)		(Proposed Fee)		
Spring	_____	x	\$ _____	=	\$ _____
	(Estimated # Students)		(Proposed Fee)		
Total:	_____		\$ _____		\$ _____

Fee Expenditure

	Previous	Year 1	Year 2
1) Salaries and Benefits	_____	_____	_____
2) Supplies and Services	_____	_____	_____
3) Accounting Charges (____% of Fees Collected)	_____	_____	_____
4) Other _____	_____	_____	_____
5) Total Estimated Expenditures	_____	_____	_____

Three Fee Revenue & Expense

	Previous	Year 1	Year 2
Revenue	_____	_____	_____
Expense	_____	_____	_____
Net	_____	_____	_____

Signatures:

Department Chair/Unit Manager _____ Date _____

College Dean/Associate V.P. _____ Date _____

Cabinet Level Officer/Vice President _____ Date _____

Vice President for Administration & Finance _____ Date _____

Reviews and Approvals:

Date received by office of the VP for Student Affairs & Enrollment Management: _____

Date reviewed by Student Fee Advisory Committee: _____

Approve/Disapprove SFAC Co-Chair: _____

Approve/Disapprove SFAC Chair: _____

Amendments/Changes made by SFAC: _____

President's Decision:

___ Approve as recommended

___ Approved with these changes: _____

___ Disapprove