

## Fee Request Form

### REQUEST TYPE

New Request     Adjust Existing Fee     Delete Existing Fee     Pre-Fix/Curriculum Change

### FEE TYPE

Mandatory     Self Support Fee     Programmatic Fee  
 Course Fee (Submit via Web Form. If for a section specific please contact [FeeRequest@cwu.edu](mailto:FeeRequest@cwu.edu))  
 Other: \_\_\_\_\_

### COURSE INFORMATION

Course ID: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Section: \_\_\_\_\_  
Prefix: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Cross listed as: \_\_\_\_\_

Include Web Sections?  Yes /  No

### Justification:

### Item Type:

Item Type: \_\_\_\_\_

Item Type Name: \_\_\_\_\_

Department: \_\_\_\_\_

Fund: \_\_\_\_\_

Program: \_\_\_\_\_

Component: \_\_\_\_\_

### AMOUNT:

Base/Flat amount: \_\_\_\_\_

Unit Amount: \_\_\_\_\_

Minimum Amount: \_\_\_\_\_

Maximum Amount: \_\_\_\_\_

**Criteria:**

**Criteria for State-Supported Programs: Fees may be charged sufficient to cover the costs of any of the following:**

- The use of a facility that is required for a specific course, or course experience, but is not a part of the university's facilities.
- Materials used to produce a product or project that becomes the property of the student
- Materials required for a specific course or course activity that cannot be reused
- Materials required for a specific course or course requirement that can be provided for students at a lower cost to students through volume purchasing
- Materials used by a student who chooses to utilize additional resources above the standard resources provided to all students to complete course requirements or chooses to upgrade the materials used to complete the requirements
- Transportation for students on field trips required for a specific course or specific course
- The purchase and maintenance of equipment and software specific to the course
- Occasional technical, safety, chemical hygiene, and lab/field assistant support
- Private lessons in vocal or instrumental music
- Test Fees

**Criteria for Self-Support Programs: Fees may be charged sufficient to cover the costs of the program, including the following:**

- Promotion and Delivery
- Overhead of the Unit
- Contingency Funds of the Unit
- Funds to develop new programs
- Appropriate Costs to support the other Programmatic goals of the unit.
- Other costs of the unit providing services

**Financial Justification**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
<b># Students</b>			
<b>Fee Amount</b>			
<b><u>Total Revenue</u></b>			
<b>Salaries</b>			
<b>Benefits</b>			
<b>Goods</b>			
<b>Travel</b>			
<b>Equipment</b>			
<b><u>Total Expenses</u></b>			
<b><u>Fund Balance</u></b>			

**AUTHORIZATION/SIGNATURES**

Originator Name: \_\_\_\_\_

Originator Signature: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Dean/Director Name: \_\_\_\_\_

Dean/Director Signature: \_\_\_\_\_

President/BOT Approval: \_\_\_\_\_

- **5-80-010 Intent of State Supported Course Fees**
  - Fees collected for a given course must be expended on that course for the purposes specified when the fee was proposed. Course fees are to be considered exceptions to standard budgeting procedures and implemented if they meet the criteria of CWUP [5-80-020](#). Extensive use of fees, either in number or in total cost, should be discouraged within a single department, especially if the courses with fees are required for the major. Any course fee project with a balance above 10% of the average for the revenue received during the last three years, is subject to review and/or change by the budget and finance committee in collaboration with the provost. Deficits are not allowable in course fee projects. Appropriate uses of funds for state-supported courses are outlined in policy 5-80-020 section (1).

- **5-80-020 Criteria for Fee Charges**

- Fees may be proposed if they meet one of the following three criteria:

**(1) Criteria for State-Supported Programs:** fees may be charged sufficient to cover the costs of any of the following:

1. The use of a facility that is required for a specific course, or course experience, but is not a part of the university's facilities;
2. Materials used to produce a product or project that becomes the property of the student;
3. Materials required for a specific course or course activity that cannot be reused;
4. Materials required for a specific course or course requirement that can be provided for students at a lower cost to students through volume purchasing;
5. Materials used by a student who chooses to utilize additional resources above the standard resources provided to all students to complete course requirements or chooses to upgrade the materials used to complete the requirements;
6. Transportation for students on field trips required for a specific course or specific course experience;
7. The purchase and maintenance of equipment and software specific to the course;
8. Occasional technical, safety, chemical hygiene, and lab/field assistant support;
9. Private lessons in vocal or instrumental music; and
10. Test fees.

**(2) Criteria for Self-Support Programs:** fees may be charged sufficient to cover the costs of the program, including the following:

1. Promotion and delivery;
2. Overhead of the unit;
3. Contingency funds of the unit;
4. Funds to develop new programs;
5. Appropriate costs to support the other programmatic goals of the unit; and
6. Other costs of the unit in providing services.

**(3) Other Fees –** Other fees may be charged sufficient to defray costs for non-compliance with university policy.

- Tuition, mandatory fees, housing and dining room and board rates require Board of Trustee approval as outlined in procedure 2-10-030.

- This policy is not intended to govern retail and resale products and services in Auxiliary, Student Activities, Health and Counseling and Internal Services.
- [2-10-030 Requesting Establishment of or Change to Academic Fee](#)
  - A request to establish or alter a fee must first be approved by the college dean or department administrator then forwarded to the division head for review. The submission deadline is January 31. Any forms received after the deadline may be returned by the division head. If the request meets the established criteria outlined in policy [5-80-020](#) it may be included in the proposal forwarded from the division head to the budget & finance committee. If recommended by the budget & finance committee, the request will be forwarded to the president.
  - Tuition, mandatory fees, and housing and dining room and board rates are subject to board of trustee approval. Action is generally taken during the June meeting.
  - Fees approved by the president and/or the board of trustees will be forwarded as part of the university's budget submission to the office of financial management (OFM) and the legislature. Fees approved by the legislature will be implemented in accordance with the budget bill. Publication of a new fee or adjustment to established fees will be completed in accordance with [CWUP 2-20-050](#).
  - Fee request submissions as a result of state or federal mandate may be processed as an exception outside of the January 31 timeline and routed as outlined above for approval.