

**LAC* Course Specific Fee Request
Southern Illinois University Carbondale
*Legislative Audit Commission**

1. Check One: Add (New Fee)** Modify** Move Existing Fee to Equivalent (Move)** Drop

A Detailed Fee Request Justification **MUST be included - see page 2.

2. College or School:

3. Course Prefix and Course Number:

Previous Course # (Move):

4. Course Title:

Cross-listed Courses (if applicable):

5. Fee Title:

Note: This fee title will appear on student Bursar bills. Please be descriptive.

6. Current Fee Amount:

Date current fee listed above was initiated or last modified. If new, leave blank: Semester Year

7. Proposed Fee Amount:

Per Course Registration - **OR** - Per Credit Hour

Does course depend on fee approval:

Bursar Assessed Fee - **OR** - Manually Assessed Fee

8. Account Information (attach a Request for New Budget Purpose Form for each new account needed - see instructions):

Revenue Budget Purpose Number:

Department Activity 1 Code:

Revenue Object Code:

Banner Detail Code:

Expenditure Budget Purpose Number:

9. Addendum to Catalog Description regarding course specific fee **ONLY**:

10. Approval Signatures:

Unit Officer:

Email/Phone:

Date:

Dean:

Email/Phone:

Date:

Dean, Graduate:

Email/Phone:

Date:

(If course is for Graduate credit)

Provost:

Email/Phone:

Date:

For Enrollment Management Office Use ONLY: Please initial and date, then forward.

Bursar: Initials: Date:

Course Detail (SCAETL): Initials: Date:

Proposed fee will be Effective Semester/ Year:

(to be determined by Chancellor)

Registrar:

Date:

1.a. Course Prefix and Course Number:

1.b. Previous Course Number (Move):

2. Dollar Amount of Proposed Fee:

Please list contact person in case of ?s

3. Projected Revenue per Fiscal Year:

A detailed explanation/justification of how the proposed fee will be used to benefit the student must be provided below. Include in your justification:

1. Estimate the number of students involved per semester (Summer, Fall, Spring).
2. Estimate the total dollar amount of projected revenue per semester (Summer, Fall, Spring).
3. Historical total cost (of purchases) per student (if the request is to modify an existing fee).
4. Anticipated percentage of the total costs (of purchases) that would be covered by this fee.
5. An itemized list of materials to be purchased with fee revenue.
6. What alternative step(s) would be taken if the fee request is not granted?
7. For adding or increasing a fee, explain how student input was solicited. Is the change supported by the students?

Type your justification in the space below. (Box will expand to fit when you exit the field. If additional space is needed, please attach additional support documentation.)