

# Special Non-Course Fee Request



Division/Department: \_\_\_\_\_

Date: \_\_\_\_\_

Individual Initiating Fee Request: \_\_\_\_\_

Extension Number: \_\_\_\_\_

Current Fee: \_\_\_\_\_ Current FOAP: \_\_\_\_\_

Number of Students Annually: \_\_\_\_\_

Proposed Fee: \_\_\_\_\_ FOAP: \_\_\_\_\_

Effective Date: \_\_\_\_\_

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## Rationale :

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Provost & Executive Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLEASE RETURN TO:**  
Academic and Student Affairs

**Copies To:**  
Originating Department  
Banner Student System Coordinator  
Budget Department

Revised: May 2020