

Minnesota State University, Mankato

Request and Approval Form for Student Course Fees Based on Personal Property and Service Charge

REQUEST: In the appropriate spaces below, please indicate whether this request is for a new, continuing, and/or change in course fees (includes proposed deletions) charged to students. Also, if a relevant fee is proposed, please describe the purpose and/or rationale for the Course Fee, how the proposed charge to each student was determined, and how students were consulted regarding the fees to be charged. Please submit completed forms to the Office of the Provost. For guidance regarding course fees, please refer to MnSCU Policy 5.11.

Complete requests must be received by the College Dean's Office on or before:

January 30 for a continuing, new or revised fee (includes deletion) starting the following Summer or Fall term

September 30 for a continuing, new or revised fee (includes deletion) starting the following Spring term

Name of Department requesting the fee (includes requests for deletions in course fees): _____

Dept. Contact for questions about this request: _____

Amount of Fee Request: _____

Is this a request for continuing, new, revised fee, or deleted? Check one Continuing Fee New Fee Revised Fee
 Deletion of Fee (not required to provide any additional information and proceed to approvals below)

Year and Term to begin: _____

Year Round (includes Summer) _____ Academic Year only (Fall & Spring) _____ Other _____

How should the fee be charged?

- Amount charged per credit for the course
- Amount charged as a flat course fee (exclusive of # of course credits)
- One-time charge to be associated with a sequence/cluster of classes

What is the reason for the course fee? _____ (please attach documentation)

How was the total course fee amount determined? _____ (please attach documentation)

How were students consulted? _____ (please attach documentation)

Course(s) to which fee is/are to be applied:

Course Designator/Section(s)	Course Name	Duration of the fee
SUBJ Course # (for example: ENG 101)	(for example: English Composition)	(Continuing; year only; term only; continuing fees reviewed annually)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVALS:

Chairperson of requesting department	Signature	Date
Dean of College	Signature	Date
Associate Provost	Signature	Date

Cost Center: _____ Cost Center Name: _____

Approved form will be sent by the Office of the Provost to College/Department requesting the fee

Departments should contact Finance and Administration to request new account and attach an approved copy of this form.