**College of the Environment**

**Request to Add or Change a Course Fee**

**Unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Prefix and Number (must include section if Special Topics course):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quarters offered:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Years offered (annually, every other year, etc.):**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Anticipated # of students enrolled quarterly: \_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total per student cost, exclusive of instructor salary and benefits, of offering course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Course Fee Requested:** \_\_\_\_\_\_\_\_\_**% Increase if requesting increase to existing fee:** \_\_\_\_\_\_

**Purpose and rationale for requested fee:**

Fee Purpose (circle or check one): [1] Lab; [2] Studio; [3] Immunization/medical; [4] Supplies (other than lab); [5] Field trip; [6] Technology support; [7] Distance learning support; [8] Tuition (used only with fee type 2 above); [9] Other

Explain purpose of the fee and why this new fee/increase to existing fee is necessary (attach as needed). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Attach:**

* **Spreadsheet itemizing course costs** that will be funded by the course fee.
* **Unit refund policy** for returning part or all of the course fee if a student drops the course after the 14th calendar day of the quarter or if the actual course expenditures associated with the fee are at least 10% lower than the course fee.

NOTE: When requesting multiple course fee changes at once, units may submit one spreadsheet including all fee requests as long as the spreadsheet includes all of the above information for each course. Units may submit one copy of this form signed by the unit head.

By signing this form, the requesting unit agrees to follow the College of the Environment Course Fee Policy: https://environment.uw.edu/intranet/academics/academic-policies/course-fees/

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Signature of Chair, Director, or Designee Date**