

UW-Whitewater

SPECIAL COURSE FEE OR FIELD TRIP FEE AUTHORIZATION

From: _____

Date: _____
(mm/dd/yyyy)

Submission Deadlines
Spring Semester - Due: to Provost by September 25; to Financial Services by October 1
Winterim Semester - Due: to Provost by September 25; to Financial Services by October 1
Summer Semester - Due: to Provost by Dec 25; to Financial Services by January 1
Fall Semester - Due: to Provost by February 25; to Financial Services by March 1

Course Prefix and Number: _____
Course Title: _____
Effective Term: _____
End Term (If Applicable) _____

Check Any That Apply:

New Fee Continuing One Time
 Change in Existing Course Fee (List Existing Fee _____)

Amount of Fee Requested: _____

Justification for Special Course Fee or Field Trip Fee (See Special Course Fee Policy):

Budget:

Expected Enrollment: _____
Course Fee: _____
Anticipated Total Fee Collected: _____
Anticipated Expenses: _____

Org. Code: _____

Signatures:

Department Chair Date

Dean Date

Director of Budget Date

Provost Date

Cc:
Department Chair
Dean
Director of Budget
Director of Student Financial Services
Registrar