

**Course Fee Request Form**

*Please send completed form to the Office of Student Affairs, SSC 241*

**Course Information**

<b>Program</b>	<b>Subject (e.g. BIOS)</b>	<b>Course Number (e.g. 5300)</b>
<b>Course Title</b>		<b>Course ID (e.g. 090361)*</b>
<b>Change</b>	<b>Effective Date or Semester</b>	<b>Prior Course Fee</b>
<input type="checkbox"/> Add New Fee <input type="checkbox"/> Remove Fee <input type="checkbox"/> Reduce Fee <input type="checkbox"/> Increase Fee		

**Fee Information**

<b>Description of services Provided by this Fee:</b>
<b>Costs to be Incurred:</b> Estimate dollars to be spent in each category (e.g. handouts -\$435, wages \$3,200, benefits \$501).

**Estimated Enrollment**

Fall Enrollment	Spring Enrollment	Summer Enrollment	Total Enrollment

**Fee Amount**

Fee Amount Requested	Estimated Total Revenue

<b>Form Completed By</b>	<b>Date</b>	<b>Phone Number</b>

**Signature Approvals**

Dean	Date
Executive VP for Academic Affairs	Date

***\*Please contact (817) 735-5195 for assistance in completing this form.***

For Office Use Only

Entered by \_\_\_\_\_ Date Entered \_\_\_\_\_