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:

<table>
<thead>
<tr>
<th>Course Designator/Section(s)</th>
<th>Course Name</th>
<th>Duration of the fee</th>
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<tbody>
<tr>
<td>SUBJ Course #</td>
<td>(for example: ENG 101)</td>
<td>(for example: English Composition)</td>
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<td>(Continuing; year only; term only; continuing fees reviewed annually)</td>
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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.