



**UNIVERSITY OF ALASKA
FAIRBANKS Mandatory Fee
Request/Change Form**

Appendix C

Request forms are completed by fiscal officers and approved by directors and vice chancellors before submission to the Tuition & Fee Committee. Requests are to be made by November 30th of each academic year with the necessary documentation to support the request. After the submission period, the committee will review requests. Requests will be approved or denied prior to the publishing of the fall semester class schedule in March, as all new or modified fees will be enacted at the beginning of a new academic year.

Fee requests must comply with [University Regulation](#).

Department: _____

Request Type: ☐ Create New Fee ☐ Modify Fee Distribution ☐ Stop Fee Distribution

Fee Name: _____ **Fee Amount:** _____ **Change in Fee Distribution:** _____

Brief Fee Description: _____

Required Back-up: ☐ Rationale for creation/modification of fee.
☐ Detailed explanation of what fee supports.
☐ Five year breakout of department revenue and expenditures.
☐ Financial report of department activities over the past five years.

Fund Code: _____ **Org Code:** _____

Fiscal Officer: _____ **Signature:** _____ **Date:** _____

Director: _____ **Signature:** _____ **Date:** _____

Vice Chancellor: _____ **Signature:** _____ **Date:** _____

Board of Regents Policy 05.10.070

B. In general, student fees should have a direct relationship to the associated service, activity, or course and be based upon the estimated cost of providing the services or benefit. These fees should not exceed, on a long-term basis, the actual cost of the service or activity for which the fee is assessed. Course fees and use and service fees shall be charged only for the purpose of meeting expenses beyond those normally covered by tuition at the respective campus. In certain instances, however, certain administrative fees may be established at amounts unrelated to the cost of providing the service in order to encourage or discourage specific behavior or usage, or to accomplish other administrative or programmatic objectives.

University Regulation 05.10.070

B. Course, use, service, and administrative fees may be established if the respective chancellor or designee determines that such fees are reasonable and appropriate. Each chancellor will establish a process for approval and continuing or periodic review of student fees, which documents the rationale for assessment of the fee, amount of the fee, the estimated annual revenue, the proposed use of receipts from the fee, and the proposed effective date of any new or revised fee. The process for continuing review shall provide for student comment and input, including notice to students of any course-related fees and their purpose at the beginning of each semester, and inclusion of

a request for the level of satisfaction with the value received for such fee as part of the student's teacher/course evaluation.

C. Course fees shall have a direct relationship to the supplemental cost of providing the course, such as the cost of expendable items that normally cannot be economically or conveniently purchased by students in amounts required for individual use or for the use of specialized instruments, laboratory, and other equipment.

I. All student fees, including student government fees, course fees, use and service fees, and administrative fees, to the extent feasible, shall be published with the semester course schedules, student handbooks, and registration instructions. Each MAU shall maintain a web site that identifies all student fees and discloses for each the amount of the fee, its purpose, the basis for calculation or assessment, and an explanation of the use of the proceeds. The campus academic catalog shall include an information disclosure of the various fees that may be charged to students. Courses listed in the academic catalog that traditionally or normally have an associated course or other fee shall be noted as such with a specific designator that will direct the reader to the appropriate web site that contains up-to-date fee information.

J. Fees must be established far enough in advance to be published in the semester course schedule. No unpublished fees or fee increases shall be charged to students, unless the reason for not publishing the fee was beyond the control of the department receiving the proceeds and the fee or fee increase is specifically authorized by the respective chancellor. This approval authority may not be delegated beyond the provost or vice chancellor.