FEE APPROVAL FORM

Dept Requesting: _____ **Program/Major:** _____

Person Submitting Request: _____ **Submittal Date:** _____

Fee Description	Purpose	Is Fee New?	New Amount	Prior Amount	Fee Collected: Billed to Stu Accts	Fee Collected: Directly by Dept	GL Acct to Credit 11-xxxx-xxxxx	Effective Date/Term	If Course related, complete this section: Apply to Course #	Course Description	Sites/ Modality*

(if trip fee, attach budget to this worksheet)

* Sites/Modalities = Kirkland, Idaho, Sacramento, Salem, AEP, On-line, etc.

Additional Description/Rationale:

(Attach additional description if needed)

If the above fees do <u>not</u> relate to specific courses, complete the following:

Apply to Students of this type (check all that apply)

☐ All Students (FT/PT) ☐Full-Time Students ☐ Part-time Students_____
(describe #/credits)

☐ Undergraduate ☐On Campus ☐ Kirkland Specific Program(s):
☐ Grad ☐Evening ☐ Idaho _____
☐ Doctoral ☐On-line ☐ Sacramento _____
☐ Non-degree ☐Church Site ☐ Salem _____

☐ New Student ☐Returning Student ☐ Continuing-Dissertation

Terms this Fee will apply: ☐ Fall ☐ Spring ☐ Summer ☐ Other _____

Accounting Use Only:
Bill through:

☐ AR ☐ Housing ☐ Security

☐ Update/Create Charge Code
☐ Create/Add to Assessment Rule
☐ Manual bill
☐ Update budget (current & next)
☐ Update Fee Schedule
☐ Subject to Sales/B&O tax

Approved by FP/P on _____

Notify: Registrar, Student Accounts, Accounting, Department Dean/Director