

Special Course Fee Request

Special Course Fees are required to follow UW System Financial Administration Policy G29 (<https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/gapp-numeric-index/g29-special-course-fees/g29-appendix/>) and the UW-L Special Course Fee Policy (<http://www.uwlax.edu/Budget/Special-course-fees/>). All Special Course Fee requests must be submitted by **February 15th** for all terms for the upcoming academic year. Forms submitted after the due date will not be approved for that academic year.

Please check one.

New Fee: On-Going

Fee will continue to be assessed each term until eliminated

New Fee: One-Time

Fee will only be assessed once, for the term noted

Modify Existing Fee

Fee will continue to be assessed each term until eliminated

Eliminate Fee

Check all terms that fee should be assessed.

Winter

Term Implemented/
Calendar Year

Spring

Term Implemented/
Calendar Year

Summer

Term Implemented/
Calendar Year

Fall

Term Implemented/
Calendar Year

Course Information

Subject _____ Catalog No. _____ Class Section _____

Course ID _____ Course Title _____

Account String _____ Academic Department _____
Fund (3) - Program (2) - UDDS (6)

Special Course Fee Purpose: Please explain in detail the intended purpose and use of the special course fee with specific items or services to be purchased and the cost of each.

Materials and Services

Fee Per Student

Projected number of students enrolled per term

Total fee per student

Prior Amount

Department Chair

Sign

Print Name

Date

College Dean

Sign

Print Name

Date

Approvals/Setup

Print, Sign, and Forward to the Budget Office, 245 Graff Main Hall

Budget Director _____ Date

Vice Chancellor for Administration and Finance Approval (As Required) _____ Date

Completed By: _____
Initials Date Item Type #