

## 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/>).

Please check one.

<input type="radio"/> <b>New Fee: On-Going</b> Fee will continue to be assessed each term until eliminated	<input type="radio"/> <b>New Fee: One-Time</b> Fee will only be assessed once, for the term noted	<input type="radio"/> <b>Modify Existing Fee</b> Fee will continue to be assessed each term until eliminated	<input type="radio"/> <b>Eliminate Fee</b>
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Check all terms that fee should be assessed.

<input type="checkbox"/> <b>Winter</b> Term Implemented/ Calendar Year	<input type="checkbox"/> <b>Spring</b> Term Implemented/ Calendar Year	<input type="checkbox"/> <b>Summer</b> Term Implemented/ Calendar Year	<input type="checkbox"/> <b>Fall</b> Term Implemented/ Calendar Year
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**Due by October 15**

**Due by October 15**

**Due By February 01**

**Due by March 15**

Note: Forms submitted after the due date will not take affect until the following term checked to be assessed, which in some cases may be the next fiscal year.

### Course Information

<b>Subject</b>		<b>Catalog No.</b>		<b>Class Section</b>	
<b>Course ID</b>		<b>Course Title</b>			
<b>Account String</b>		-		-	
	Fund (3)		Program (2)		UDDS (6)
<b>Academic Department</b>					

**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

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 #