UNIVERSITY of WISCONSIN LA CROSSE

Tuition & Miscellaneous Fee Request

USE: This form is used for the creation or updating of program charges that are considered tuition-based or for other miscellaneous fees that are not considered special course fees. Fees are required to adhere to UW System and UW-La Crosse Policies. For additional details on completing the form, please view the Instructions Page. Please complete this form and submit to Business Services in 125 Graff Main Hall.

Fee Information

Please check one:

☐New Fee: On-Going ☐New Fee: One-Time ☐Modify Existing Fee ☐Eliminate Fee

Check all terms that fee should be assessed (check all that apply)

☐Summer *Term Implemented/Calendar Year*

☐Fall *Term Implemented/Calendar Year*

☐Winter *Term Implemented/Calendar Year*

☐Spring *Term Implemented/Calendar Year*

Program/Course Information (fill in all that apply, items in **bold** are required)

Program Name

Subject

Catalog No.

Class Section

Course ID

Course Title

Academic Plan

Location Code

Student Group ID

Account String

Department

_____ - _____ - _____

Fund (3 digits) – Program (1) – UDDS (6)

Fee Title (appears on student bill)

Fee Amount

$

Fee Description

Department Chair/Director _____ **Sign** _____ **Print Name** _____ **Date**

Print, Sign, and Forward to the Business Services, 125 Graff Main

Approvals/Setup

_____

Budget Director Approval Date

_____

Vice Chancellor for Administration & Finance Approval (as required) Date

Fee Type: ☐Tuition ☐Housing ☐Meal Plan ☐Miscellaneous

1098-T Eligible: ☐Yes ☐No

Setup by: _____ Initials _____ Date Item Type # _____

Last modified December 4, 2015.