**Tuition & Miscellaneous Fee Request Form Instructions**

Tuition and fees for credit instruction are required to follow UW System Financial Administration Policy F44 (<https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/fppp/f44-tuition-and-fee-policies-for-credit-instruction/>) and applicable UW System and University of Wisconsin-La Crosse policies.

1. Check **one** option to reflect whether this fee request is a:
* new fee that will be charged on an ongoing basis
* a new fee that will be charged only once
* a modification to an ongoing fee
* an elimination of a fee
1. Check **all** terms that the fee should be applied and enter the calendar year that it should be implemented. Units are responsible to be aware of billing deadlines and due dates as posted on the Cashier’s Office website.
2. Fill in **all** applicable information in the Program/Course Information section, required fields are in bold. In the Program/Course Information/Section, only the Program Name is required. The additional fields will assist in developing the billing process for the fee requests being made.

Examples:

* A fee may be set up so that all students within a specific student group will be charged a fee.
* A fee may be set up to charge all students in a certain course with a given program code a certain fee.
1. Enter the account string associated with this fee. The account string field is **required** and should be in the format of: XXX-X-XXXXXX. If the fee request is for a new program, it may be beneficial to have a new account set up to track it. Contact the Budget Office to discuss whether a new account string should be created for a given fee request.
2. Enter the fee title that is desired to show up on the student bill when the fee is applied. The Cashiers Office may modify this field slightly for consistency or length.
3. Enter a description of the fee for which the request is being made. The description should include the justification for the fee (e.g. new program, ending a program, higher costs, budget restructuring) and explain how the fee amount was developed.
4. The Department Chair or Director signature, printed name, and date are **required** for tuition & miscellaneous fee requests
5. Upon completion of all required fields, the form should be routed to Business Services, 125 Graff Main Hall.
6. The Budget Director and/or the Vice Chancellor for Administration & Finance will provide required central approval for tuition & miscellaneous fee requests.
7. The setup of the item type associated with the fee will be completed by the Cashiers Office. Upon completion of the item type setup, Business Services will email a final copy of the form to the requesting department’s chair/director and store a copy in ImageNow.
8. Once the fee is implemented, departments should work with the Cashiers Office and Records & Registration for the specific process of billing the students.

Last modified December 4, 2015.