ACADEMIC FEE REQUEST FORM

(Approved by CLC; not subject to EAE-LC Tuition Fee Policy)

**Program / Fee Title:**

**Course Name / Code:**

**Centre & Department:**

|  |
| --- |
| **Fee Details:** |
| **Implementation Year** | Academic Year 2017 – 2018 |
| **Fee Request Type** | New Course Section Fee  New Deposit: Refundable Y  N   Fee Adjustment   Cancel Existing Fee |
| **New Fee Rate** | Flat Fee $  Per Credit Fee $ |
| **Credit Account No.** | 10000-10\_ \_ \_ - 4 \_ \_ \_ \_ |
| **Fee Request Rationale (be brief)** | * E.g.“Course outcomes require environmental field trip travel to Calgary...” |

|  |  |
| --- | --- |
| **COST ANALYSIS:** |  |
| **Activity Cost:**  [E.g. “2 field trips @ $600/ea = $1,200”] | **Estimated Fee Collection:**  [E.g.: “25 students x 2 x $25/ea = $1,250”] |

|  |  |
| --- | --- |
| **Approval Process Workflow:** | |
| **Review Level** | **Name** | **Comments** | **Signature / Date** |
| Prog Chair, Admin |  |  |  |
| Business Analyst |  |  |  |
| Centre Dean |  |  |  |
| Dir Finance | Heather Lyon |  |  |
| AR Supervisor | Sandra Price |  |  |

|  |
| --- |
| **AR Supervisor Use Only:** |
| AR Code: |  |
| GST applied: Y / N | T2202A: Y / N |
| Priority: | Category: |
| Rule Attached: | Completed: |

**Form Instructions:**

* New academic program related fees should ideally be created as a course based fee. That is, they should be attached to a specific course and charged as either a flat fee or per credit. The reason for this is to keep the processing of fee charge as maintenance free as possible. Fees attached to a course automatically apply to every student registered in it. Fees not attached to a course that represent a more general “program” based fee have to be assessed manually to each student by Finance. While this latter fee format is a cumbersome process to manage, they are permissible, but please consult with your Business Analyst to determine most appropriate means of assessing fee.

* Double click on check boxes to select “checked” or “not checked” from pop up
* Add rationale and explanatory notations to explain purpose of the fee. Please be very brief (e.g. keep form to one page if possible)
* Please provide a cost analysis to demonstrate nature of costs incurred that fee is intended to cover and include an estimated offsetting total fee collection based on rate and number of students charged.