

Policy Supporting Document:	E-2.3.1
Policy Holder:	VP Education

REQUEST TO ESTABLISH OR ADJUST STUDENT ANCILLARY FEE

Requests must comply with the *Student Ancillary Fees Policy*. If the fee is a mandatory requirement for all students, please refer to *the Tuition Fees Policy*.

Division/School:	Date Submitted:
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Contact Name:

Department:

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Impact: *(Please describe communications with those affected by this fee change.)*

Approval Process: <i>(Please sign and date where appropriate.)</i>		Approved	Date
1st	Dean/Director: _____	Yes No	
2nd	VP: _____	Yes No	
After Approval, Return and Copy as Follows:			
Original to Dean/Director to Initiate Implementation			
Finance Department must be contacted and included in the implementation plans.			
Copy to Finance: _____			
AR Code _____			
Account # _____			
Update Cashier Form _____			
Copy to Associate Registrar: _____			
Update of Publications _____			
Update of System _____			