MONTCLAIR STATE UNIVERSITY

COURSE FEE REQUEST FORM

INSTRUCTIONS: *Use this form to request new course fees or to change existing course fees. Fee revenue should not be in excess of or less than anticipated expenses. Read "Course Fee Guidelines" before completing this form. If a new account will be needed, attach an Account Request Form.*

Requested by (print): **Dept:** **Division:**

Title: **Ext:** **Date:**

COURSE FEE TITLE:

REQUEST (Check one): ___ Change Fee ___ Add New Fee

NEW ACCOUNT REQUESTED? ___ No ___ Yes (Attach an Account Request Form)

EXPLANATION OF REQUEST:

BUDGET PROPOSAL: *Estimate the financial impact of the fee change.* **ACCOUNT #:**

Revenue

	Course #/ Course Title	Annual # of Course Enrollments	Current Fee	Current Revenue	Proposed New Fee	Proposed Revenue	Inc/Dec
			$ -	$ -	-	$ -	$ -
			$ -	$ -	-	$ -	$ -
			$ -	$ -	-	$ -	$ -
			$ -	$ -	-	$ -	$ -
			$ -	$ -	-	$ -	$ -
			$ -	$ -	-	$ -	$ -
0105	**Total Revenue**			**$ -**		**$ -**	$ -

Expense

Obj.	Type of Expense (Describe below)	Current Expense		Proposed Expense	Inc/Dec
2000	Materials & Supplies:	$ -		$ -	$ -
3000	Student Travel[1]:	$ -		$ -	$ -
3100	Services:	$ -		$ -	$ -
3430	Software:	$ -		$ -	$ -
7600	Equipment[2]:	$ -		$ -	$ -
	Other:	$ -		$ -	$ -
	Other:	$ -		$ -	$ -
	Total Expense	**$ -**		**$ -**	$ -
Net		**$ -**		**$ -**	$ -

Requested: _____ Fiscal Agent _____ Extension _____ Date

Approved: _____ Dean/Administrative Unit Head _____ Date

Reviewed: _____ Vice President & Provost _____ Date

Reviewed: _____ Budget Office _____ Date

[1] *Course fees may not be used for faculty/staff travel, conferences or other faculty development.*

[2] *Non-computer equipment used in the course(s) for which fee is charged.*