

Special Course Fee Request

No fee shall be published without approval from Vice President and Provost for Academic Affairs. No fee shall be imposed until the quarter in which it is published in EWU's quarterly Announcement of Courses.

Course Fee Policy

The purpose of a course fee is to provide recovery of direct costs incurred by the academic unit on behalf of the student enrollee and that specific course. Such direct costs would include, but are not limited to, field trips, course supplies used by the student, materials used to make items retained by the student, software upgrades, and equipment maintenance (including computers). Such direct costs would not include materials such as copying costs associated with course syllabus, examination copies, and general handouts. These costs should be recovered through normal department operating budgets.

Course Fee Accountability Policy

The academic departments charging a course fee will be held accountable for the monies collected through course fees. On an annual basis, the department will provide an accounting to the dean and provost a reconciliation of the expenditures of the course fee monies to the original intent of the course fees [as described on this form]. The responsibility for implementing and monitoring of the accountability policy rests with the Provost's Office of the university.

General Information:

Department/Program: _____ Mail address: _____

Date: ____/____/____ Requester: _____ Phone: _____

Approval Type:

- New fee Revision Renewal
 Removal (complete page 1 only)

Course: _____ Course Credits: _____

Title: _____

Cross-listed with: _____
(Include all cross-listed sections even those outside of department)

Fee Amount: _____ If revising, indicate prior fee amount: _____

Fee Type: Flat Fee Per Credit Fee

Index to be credited: _____ Request new index (form attached)

Quarter/Year Implemented: _____ Quarter/Year Termination: _____

Note: A specific implementation and termination date are required. Fee will be reviewed for re-approval after five years.

