

THE UNIVERSITY OF TENNESSEE
New Student Fee / Change Request Form

PURPOSE

The purpose of this form is to provide for the consistent collection of data necessary to consider changes to campus specific student fees and charges to be approved by Board of Trustees and/or the President of the University. The Board approved policy on student fee approvals can be found at: <http://www.tennessee.edu/budget/docs/policy.pdf>

PROCEDURE

At least 60 days before the Board of Trustees meeting at which the fee request is to be presented, a Fee Change Request Form is to be completed and submitted to the Office of the Assistant Vice President for Budgeting.

FEE CHANGE REQUEST FORM COMPLETION

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|---------------------------------|--|
| Background Information: | Provide a brief narrative on any historical events regarding this fee that are pertinent, including previous Board of Trustees action. |
| Rationale: | Explain the reason the new fee or the fee change is necessary |
| Cost Basis: | Explain the process used to arrive at the fee amount. |
| Estimated Fiscal Impact: | What is the total annual fiscal impact from the new fee or change in fee? |

THE UNIVERSITY OF TENNESSEE
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(Attach additional details as necessary)

Campus/ Institute: _____ **Date Requested:** _____

Name of Fee: _____

Date Fee to be Effective: _____

Fee Type:

Executive MBA Program Fee

Programs and Services Fee (student activity, health service, debt service, campus recreation, campus improvement, counseling)

Other Dedicated Fee (Athletics, Technology, Facilities, Transportation, Engineering, Graduation/Yearbook, Green Fee, Law Fee)

Special Course Fee (labs, music, program materials and equipment, field trips, international travel)

Application Fee

Online Course Fee (UT Online, ACCLAIM,)

Other (Specify): _____

Amount of Proposed Fee or Change in Fee: \$ _____

Estimated fiscal impact: \$ _____

Background Information:

Rationale for Fee Change:

Cost Basis for Fee:

Approval:

Campus/Institute Chief Administrative Officer

Date