



Non-academic fee request/change form

Date	Department		
Contact person		Phone	
Effective date (ex. Fall 2019)			
<i>Proposed new fee</i>			
Amount of fee \$	How often will fee be charged?		
Name of fee (will be reflected on student bill)			
FOAP to be credited			
Anticipated annual revenue generated \$			
<i>Proposed change to existing fee</i>			
Name of existing fee			
Proposed name of fee (if changing)			
Existing fee amount		Proposed fee amount	
Current FOAP		New FOAP (if changing)	
Discontinuing fee – effective date			
Anticipated annual revenue generated \$			

Justification: Explain the “why” of the request and how the revenue will be spent. Be specific.