

LAB & COURSE FEE REQUEST

Fee Type ¹	Action	Date Requested
Course Lecture (C, X)	Add New Fee	Course Subject
Course Lab (C, X)	Change Existing Fee	Course Number
Lab Access (L, Z)	Delete Existing Fee	Title
Software (L, Z)		Effective Academic Year
Tool (L, Z)		Curriculum Cross-Listed
		YES NO

Current	New
Index Code (F) <input style="width: 100%;" type="text"/>	Index Code ² <input style="width: 100%;" type="text"/>
Detail Code (C, L) <input style="width: 100%;" type="text"/>	Detail Code ² <input style="width: 100%;" type="text"/>
Attribute Code (X, Z) <input style="width: 100%;" type="text"/>	Attribute Code ³ <input style="width: 100%; border: 1px solid black;" type="text" value="Assigned by Academic Scheduling"/>
\$ Amount <input style="width: 100%;" type="text"/>	\$ Amount <input style="width: 100%;" type="text"/>

Justification⁴

Required Signatures⁴

Requested By _____

Financial Manager _____

Department Chair _____

Dean _____

Office Use Only

Approved	Declined	Comments:
Committee Chair _____		
Signature _____		
Date _____		

¹ Refer to UVU's Lab & Course Fee Policy: http://www.uvu.edu/policies/officialpolicy/uploads/public/600/601_630/607.lab_and_course_fees.19980115.pdf.

² Index and Detail codes are assigned by the Finance & Business office (<http://www.uvu.edu/finance/>) and must be created prior to submitting a fee request form.

³ Attribute codes are assigned by the Academic Scheduling & Curriculum office (<http://www.uvu.edu/asc/index.html>) following Course Fee Review Committee approval.

⁴ IMPORTANT! Provide a complete list of items to be supplied or used in the course (equipment, quantity, size, mileage, # students, etc.). Requests submitted without sufficient documentation, appropriate calculations, or signatures will not be considered by the Committee. See: http://www.uvu.edu/asc/course_fees/index.html.

⁵ If more space is required for your explanation, please submit a separate document.