THE UNIVERSITY OF IOWA

Office of the Registrar
1 Jessup Hall
Iowa City, Iowa 52242-1316
319-335-0238 *Fax* 319-335-2636

COURSE FEE REQUEST FORM (revised January 2009)

Administrative Home Department: Complete each section of the form. When adding a new course fee or increasing an existing fee, attach an explanation of what the fee will be used for and a detailed accounting of the expenses to be covered by the fee. Forward the form and supporting documentation to the dean of your college. If approved, the dean will forward the form to the Miscellaneous Fee Committee, c/o Registrar, 1 Jessup Hall, for consideration. Course fee request forms should be submitted by February 1st of the year the course fee is to go into effect.

Action requested: ☐ Add new course fee ☐ Change existing course fee amount from _____ to _____

To be effective starting: ☑ Summer ☐ Fall ☐ Winter ☐ Spring _____ Year

Course Number: _____ _____ _____ _____

DEP CRS SEC* (*If for all sections, enter "ALL") COURSE TITLE

List cross-reference course number(s): _____

Course fee amount: Complete one only.

_____ per registration in course. If course fee applies to only a specific number (or range) of semester hours, indicate here: _____

_____ per semester hour (SH) **Use the space below to explain how the course fee will be used.**

Master File Key (**required when adding a new course fee**)

Fund	Org	Dept	Sub-Dept	Grt/Prog	Inst Acct	Org Acct	Dept Acct	Fn	CostCtr

Submitted by: ☐ Approved ☐ Not approved ☐ Approved ☐ Not approved

Administrative Home DEO date	Academic Dean date	Misc. Fees Committee date

Print Reset