



Office of the Registrar

1 Jessup Hall
 Iowa City, Iowa 52242-1316
 319-335-0238 Fax 319-335-2636

MISCELLANEOUS FEE REQUEST FORM

Description:

Complete each section of the form and forward it to the dean or vice-president for approval. If approved at that level, the form will be forwarded to the Miscellaneous Fee Committee for review. Requests for new miscellaneous fees will be reviewed once a year. Unless otherwise specified, changes go into effect in May and remain in effect until removed.

Action requested: Add new miscellaneous fee of (amount)

Change existing miscellaneous fee amount from _____ to _____

To be effective starting: Summer Fall Winter Spring Year

Explain the purpose of the fee or the reason for change. Attach additional documentation if necessary.

Master File Key (required)

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	Academic Dean	Misc. Fees Committee
date	date	date