NON-ACADEMIC FEE REQUEST

These are fees levied by the university that are not related to enrollment in a program. Examples include but are not limited to parking, deposits, graduation, tests, and other administrative fees.

**Planning Stage**

A decision has been made to pursue a Non-Academic Fee to cover the cost of certain services that benefit students and are not dependent on enrollment in a program.

**Type of Request**

- **Modification Requests:** Has the fee been implemented for at least 4 terms?
- **New Requests:** Follow the “Yes” path.

**Review**

Identify student population. Is there other active fees that the student is already paying?

It is essential to review the purpose of any Academic or Non-Academic Fee to ensure that they do not overlap. The University Fees Office will consider the student's Cost of Attendance before routing this request for review.

**Approval**

The Vice Provost for Undergraduate Education reviews the proposal. Some inquiries might be arise.

The form is routed to the University Provost for review.

We will contact the requester with the decision.

**Implementation**

When preparing the itemized cost breakdown on the budget template, please include all necessary expenses and provide any other supporting documentation, such as invoices, contracts, and financial statements, needed for the fee's approval.

Departments have the option to utilize the Bursar's Office for billing purposes. In such cases, they must request an item type, obtain security clearance for the item type, and subsequently post charges. Training is available to guide the charge posting process. If the Bursar's Office is not utilized, the Department must handle all charges, billing, reimbursements, etc., and inform the University Fees Office of their management plan.