

University of New Hampshire

Special Fee Form

Today's Date _____

EFFECTIVE BEGINNING FALL
 SPRING
 SUMMER

YEAR

REQUEST TO
(Select one)

COLLEGE OR PROGRAM

DEPARTMENT

COURSE* NUMBER

Add new fee

**If for multiple courses list dept/course numbers fee applies to here:*

Change fee

Fee Amount

Add new fee to multiple courses

Previous Fee
(If changing fee)

Change fee for multiple courses

Enter Fee Description (will appear on student bills, e.g. "ANSC 400 lab fee").

Limit 25 characters including spaces.

Check here if fee is to be charged per credit

Banner Account Information

	Fund	Org	Account	Program	Activity	Percent
Account 1	_____	_____	_____	_____	_____	_____
Account 2	_____	_____	_____	_____	_____	_____
Account 3	_____	_____	_____	_____	_____	_____

Detail Code/s:

Undergraduate

Graduate

Breakdown of Total Charge/s:	Amount:
Tuition:	\$ _____
Excursion Fees; Program Fees:	\$ _____
Transportation, Room & Board, Insurance:	\$ _____
Other, please explain:	\$ _____

Justification for fee:

Department Chairperson Date
 Approve Deny

Vice President for Academic Affairs Date
 Approve Deny

Dean of College Date
 Approve Deny

Registrar's Office

Special fee added to Course description
 Entered on Database
 Coded on course section

Business Office

Code	Type	Activity Date	Category	Ptype	Priority
Like Term	Rfdn	Rcpt	Reg rfdn	PBill Prt	Defaults
Prod		1	2	Test	

NOTES:

Business Office Signature

Date

Copy to Dean

Registrar notified