Revised Tuition/Fee/Charge Request

Laboratory or course fees are charged in association with a particular class where there is a tangible product retained or ancillary services consumed by the student as a part of the instruction process. These fees are lab fees, field trip fees, or a materials fee. All students who pay laboratory or course fees must benefit from the fees collected.

Other Fees, Fines, Penalties, and Service Charges are fees assessed by departments to the AU community and to non-AU businesses, organizations and individuals. All fees for goods and services shall be determined by taking into account their full cost, including university overhead when applicable, as well as, the prices of such items in the marketplace. Some charges, fines and fees may be established at a level to deter conduct that is contrary to University policies and standards or applicable law. No department may charge or change fees without first obtaining approval.

Budget & Planning Services (BPS) will help in setting appropriate rates.

Prepared by: _____ Phone: _____

Department: _____ Date: _____

Course/Fee Title: _____

Current Rate/Fee	Revised Rate/Fee

Subject Code	Course Number	Proposed Fee

Fund	Org	Acct Code	Program	Activity (Not required)

Briefly Justify the Request: attach supplement explaining reason for the revision and how the amount was determined

Anticipated New Revenue Per Year (For example: Sections x Enrollment x New Rate = Anticipated Revenue)
Please include the cost analysis with your justification for all new charges.

Approved by:

Department Head	Date	Dean/Vice President	Date
Provost, SVP Academic Affairs	Date	VP Business & Finance, CFO	Date