**To be used for charges related to cost of attendance, i.e., charges to students**

**A Category A Request is required for any monetary amount that may be charged to or collected from a student.**

**CHOOSE ONE:  New Charge  Change to Current Charge or Fee**

**I. Department Information:**

Requesting Department:

Contact Person: \_\_\_ Contact Person Title:

Stop: Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. New Charge (to be completed if “New Charge” box is checked above):**

Requested Amount to be charged to Students: $

Requested Charge/Fee Name: \_\_\_\_\_\_

Fund # (if known) Department # Account #

Project or Program # (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Effective Date: ­ / /

**III. Change to Current Charge or Fee (to be completed if “Change to Current Charge or Fee” box is checked above):**

Current Charge or Fee Amount: $ New Requested Amount: $

Current Charge/Fee Name: \_\_\_\_\_\_

Fund # Department # Current Balance $

Course Number and Title (if applicable):

Project or Program # (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select One:  Required Course  Elective  Other:

Requested Effective Date: ­ / /

**IV. Additional Information:** Complete questions on page two of this form.

**V. Signatures:**

**I support this request for consideration by the Fee Committee and certify it meets the requirements of SBHE Policy 805.3.**

Department Head/Chair (print) Signature Date

Dean (print) Signature Date

**Deans submit completed request to the Office Resource Planning and Allocation (**[**UND.RPA@UND.edu**](mailto:UND.RPA@UND.edu)**).**

|  |
| --- |
| 1. Provide an overview of the purpose of the charge/fee, i.e., why it needs to be assessed; **why it is not already included in tuition**; and, if applicable, previous fee history. |
| 1. Provide a detailed estimate of revenue to be generated by this charge/fee. 2. Provide a detailed estimate of how dollars will be expended and a timeline for these expenditures. 3. Attach any additional documentation that has not been requested above that would be helpful in reviewing this request.   Note: The Office of Resource Planning and Allocation will run financial reports and attach to requests as needed.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Review:**  Office of Resource Planning and Allocation \_\_\_/\_\_\_/\_\_\_  **Approvals:**  Business Charges Committee \_\_\_/\_\_\_/\_\_\_ UND President \_\_\_/\_\_\_/\_\_\_  SBHE \_\_\_/\_\_\_/\_\_\_ (required only for new course fee requests)  **Notifications:**  Applicant \_\_\_/\_\_\_/\_\_\_ Council of Deans \_\_\_/\_\_\_/\_\_\_ Controller \_\_\_/\_\_\_/\_\_\_ Student Finance Office \_\_\_/\_\_\_/\_\_\_  If this request is approved – and a new fund is needed – applicant must complete a [fund request form](https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/forms/und-fund-number-request.pdf). |