**Request for New Student Fee or Increase Existing Fee**

**College of Health Professions**

Instructions: Type the information requested in the gray boxes. Save the document and send it by email to the dean.

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| --- | --- |
| Date of Request |  |
| Department |  |
| Program |  |

Is this a request to approve a new fee or increase an existing fee? Type X in one box.

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| --- | --- | --- |
|  | Approve a new fee – Complete Section A |  |
|  | Approve increase in an existing fee – Complete Section B | |

**Section A – Request for a New Fee**

What will be the name of the new fee? Type the name of the fee as it should appear in the Catalog, Catalog Update, and on the college website.

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What is the purpose of the proposed fee? (This purpose statement will be used for the Board of Trustees approval and in official publications.)

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Which students will pay this fee?

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| --- | --- | --- | --- |
|  | All students in this department or program |  | |
|  | Only students taking this course | Course |  |
|  | Only students participating in this activity | Activity |  |

|  |  |  |
| --- | --- | --- |
| What is the amount of the fee? | **$** |  |

|  |  |  |
| --- | --- | --- |
| How much revenue will this fee generate each year? | **$** |  |

Provide a justification for this fee and the use of the revenue generated by the fee. Submit documents to substantiate the justification, e.g., invoices for materials or services, price list, etc.

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When will this fee be assessed? Type Xes in the appropriate boxes. If the fee is for a specific course, type the name and number of the course as it is published in the Catalog.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | One time, only | | Which semester? |  | Fall | |  | Spring |  | Summer |
|  | One time per year | | Which semester? |  | Fall | |  | Spring |  | Summer |
|  | Each semester | | Which semesters? |  | Fall | |  | Spring |  | Summer |
|  | For a course: | Course number and name | | | |  | | | | |

Briefly describe the process used to obtain input from current students about the proposed fee. Submit documents to substantiate comments about the process, e.g., survey, phone interview protocol, focus group announcement, focus group discussion guide, etc.

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Briefly summarize the input from current students about the proposed fee. Submit documents to substantiate the summary, e.g., copy of interview comments, survey statistics, etc.

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**Attach documentation to substantiate statements about the student input process and findings. Email this form and documentation to WAnderson@uams.edu**

**Section B – Request to Increase an Existing Fee**

What is the name of the existing fee? Type the name of the fee as it appears in the Catalog.

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Describe why the increase is necessary and how the additional revenue will be used for materials or services to benefit students.

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| What is the amount of the increase? | **$** |  |

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| --- | --- | --- |
| How much total revenue will this fee plus the increase generate each year? | **$** |  |

Provide a justification for the increase and the use of the revenue generated by the fee. Submit documents to substantiate the justification, e.g., invoices for materials or services, price list, etc.

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Briefly describe the process used by the department to obtain input from current students about the proposed fee increase. Submit documents to substantiate comments about the process, e.g., survey, phone interview protocol, focus group announcement, focus group discussion guide, etc.

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Briefly summarize the input from current students about the proposed increase. Submit documents to substantiate the summary, e.g., copy of interview comments, survey statistics, etc.

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**Attach documentation to substantiate statements about the student input process and findings. Email this form and documentation to WAnderson@uams.edu**