## **New 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 & Pla	nning Services (BPS	S) will help in s	setting appropria	te rates.		
Prepared by:				Phone:		
Department:			Date:			
Course/Fee T	itle:					
Subject Code Course Nu		Number 1	Proposed Fee			
Fund	Org	Acct Code	Program	Activity (Not required)		
	Revenue Per Year (1 e the cost analysis w			ment x Fee = Anticipated Reve	nue)	
Approved by	<b>7:</b>					
Department Head		Date		Dean/Vice President	Date	
Provost, SV	P Academic Affairs	 Date		VP Business & Finance, CFO	Date	