
ST. CLOUD STATE UNIVERSITY
SUPPLEMENTAL COURSE FEES

REQUEST AND APPROVAL FORM

Supplemental Course Fees may be used to meet the full cost of services and materials provided to students in classes utilizing non-M&E facilities and services or students participating in non-credit Continuing Education programs. Supplemental fees must be approved in advance as it is required that these fees be published in the class schedule.

REQUEST

Use this space to describe what the Supplemental Course Fee is for and how the amount to be charged to each student was determined.

Name of Department requesting the fee: _____ Cost Center: _____

Course name(s) and number(s) to which fee is/are to be applied: _____

Number of students charged _____

x recommended fee _____ / Please Circle One: (Credit or Flat Fee)

Total fees collected _____

First semester/session in which this fee is to be effective: _____

APPROVAL

Chairperson of requesting department _____
Date

Dean of College _____
Date

Academic Vice President _____
Date

Administrative Vice President _____
Date
