The University of Southern Mississippi

Program Fee Request Form

(for new program fees or for changes in current fees)

|  |  |
| --- | --- |
| Department Requesting Fees |  |

Budget Information:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Account Fund (choose one) Dept. ID Program

|  |  |
| --- | --- |
| Program Name |  |
| Academic Plan (Ex: EDEDMS) |  |
| Academic Program (Ex: EDT) |  |

|  |  |
| --- | --- |
| Requested Fee per student per semester (does not include tuition or required fees) |  |

Justification: Explain why students are being charged extra fees, how they will be used (or have been used) to improve instruction of the program, and the assessment plan.

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| --- | --- | --- |
| Requested Fee per Student | Anticipated Enrollment | Projected Program Fee Rev |
|  |  |  |

Anticipated Expenditures: Description Amount

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Expenditures | |  |
| Remaining Program Fee Revenue (Revenue – Expenditures) | |  |

Form completed by (printed name and phone #): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:** (Due to Provost’s Office by February 15th for upcoming Academic Year)

|  |  |  |
| --- | --- | --- |
| Department Chair |  | Date: |
| Dean |  | Date: |
| Provost |  | Date: |
| VP Finance and Admin |  | Date: |

Created 04/19/2016