**MEMORANDUM**

DATE:

TO: Associate Provost for Academic Programs

FROM:

# SUBJECT: Miscellaneous Course Fee Request

Attachments: I. Miscellaneous Course Fee Request

 II. Trust Fund Information Fact Sheet

**Please Provide the Justification Below:**

Be sure to address the following**:** (\*\*Instructions only, please delete)

 a. The purpose of the fee (Is this fee for a new requirement or an existing requirement that has been funded by other means?);

 b. Why it should be charged or adjusted and the consequences of not doing so; and

 c. What other sources of revenue have been considered.