

Student Elective Fees and Special Charges Proposal

Part 1

Note: This form is not to be used for mandatory fee proposals or name change requests.
Please notify the Bursar's Office of any name change requests.
Please submit the completed form to Budget@kennesaw.edu with subject Student Elective Fee Form.

Yes No

1. Statement of Justification

Please provide a detail explanation to justify the request.

(a) **Not to be implemented during current fiscal year**, per BOR policy

(b) Effective January 2011: Board of Regents approval is required for any fee or charge, **with the exception of supplemental course/lab fees**, that is mandatory for all full-time undergraduate students or all undergraduate students in a specific degree program. All other elective fees will continue to be approved by USG presidents

(c) Annual headcount: either the average enrollment of the two most recent years the course has been offered, as reported in official campus enrollment figures, or the # of participants in the program/activity related to the fee

(d) Round to whole dollars.

2. COST TABLE Worksheet.

List all course, activity or program costs to be covered by the proposed fee and Fee assessment collection on **Page 2** of this form (Cost Table Worksheet).

3.

Yes No If yes attach form
Printed Name

Signature

Date

4.

5. After President or Official Designee approval, provide a copy of the signed form to the Budget Office.

For Budget use only

6.

Assigned after detail code

7.

Until BoR approval, Presidential approval does not authorize fee implementation.

Date Approved

The Total headcount must match "Annual Headcount" on Page 1 Fee Assessment and Collection

**Assigned after detail code*

Include only costs associated with the course or program for which fee is to be charged

Other Revenue (Describe in box below) **DO NOT INCLUDE MANDATORY FEES**

Personal Services: (only if any differential tuition reported above is used to help support personal services)

Fund 10600 must be used for Student elective fees

Elective fees should not generate a profit

Notes: