



Course Fee Request Form

Course Fee Policy: Course Fees must be published in the Special Course Fee and General Services book. Laboratory and Course Fees are limited to:

- Materials and supplies to be consumed, retained, or used by the student. Items including, but not limited to, chemicals, solutions, gloves, artists' media, art supplies, glassware, expendable lab equipment, course specific software license fee, software retained by the student and other one-time use items
Breakage of lab supplies
Special class activities (transportation, lodging, admission costs, meals, private music lessons, equipment rental, contracted services)
Instructional equipment (maintenance and service)
Travel for supervision of practica and internships and for mentor teacher stipends in the College of Education
Other materials, supplies or services necessary to provide a special supplemental educational experience of direct benefit to the student

Department:

Course # and title:

(only one course per form)

Amount:

Justification & Intended Uses:

Please submit form to your respective Dean, who will forward to the Provost's Office for approval. The Special Course Fee and General Services book is updated and published annually in March to be in effect beginning the following summer term. If you wish to reduce or cancel a fee, this form is not needed, just notify Camarie Moreno at morenoc@wou.edu.

**For administrative use only

Provost Approval

Date

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Detail Code