

MANDATORY COURSE FEE REQUEST FORM DETAIL CODE

The material course fee detail code is to be used when the following criteria apply:

True/False	
<input style="width: 100%;" type="text"/>	1. The fee is mandatory for all students
<input style="width: 100%;" type="text"/>	2. Collected fees will not be used for capital equipment
<input style="width: 100%;" type="text"/>	3. Fees and other costs are identified in the calendar relative to the course. (Attach printout from website)

Operating Budget Code: _____ - 3411 Department: _____

Conditions Applied:

The fees collected must be spent within the current fiscal year (the funds will not be carried forward to the next fiscal year) and may not be used for capital equipment. Material revenues will be credited in the operating account at the point of student registration.

The last day a student may receive a refund is the Fee Payment Deadline. Student fees are due the 3rd week of class. Contact the Office of the Registrar after the Fee Payment Deadline to verify all student fees have been paid prior to distributing course supplies.

The material course fee is subject to the tuition limit policy of a 2% increase per academic year.

Attach supporting documentation listing the course number and name, material course fees per course and detailing the supplies.

I understand all conditions applied and in case of any changes I will notify the Accounting Supervisor in Finance.

Signature

Name of Contact

Office Use Only:

Detail Code Description: _____

T2 Applied:

Detail Code Assigned: _____

Effective Date: _____

Verified with O.Reg

Effective Term: _____