

# REQUEST FOR APPROVAL OF CLASS FEES

OFFICE OF THE REGISTRAR, UNIVERSITY OF MICHIGAN



## Requestor

_____ School or College 10000	_____ Department	_____ Account Number
_____ Fund	_____ Department ID	_____ Class
_____ Program	_____ Project or Grant	_____ Shortcode

## Course Information

_____ Course ID	_____ Subject	_____ Catalog #
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\_\_\_\_\_  
Course Title

_____ Course Component of Enrollment Section	_____ Expected Enrollment	_____ Cross Listed?
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## Fee Information

_____ Requested Fee	_____ Present Fee
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_____ Beginning Term	_____ Beginning Year
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\_\_\_\_\_  
Description of items and/or activities to be covered and related expenses:  
(attach additional page if necessary)

## Contact Information

_____ Name	_____ Uniquename
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\_\_\_\_\_  
Phone

_____ Requestor's Signature	_____ Date:
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_____ Endorsement by Dean's Office	_____ Date:
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This form is to be used only for course-related fees. Mail or fax the completed form to the address/fax below. Inaccurate, incomplete, or obsolete forms will be returned to the requestor. Requests received after the deadline will be applied to the following relevant term upon approval by the Fee Committee.

Deadlines for submission:

Fall	Jul 1
Winter	Nov 1
Spring/Sp-Sum/Sum	Mar 1

Any Class Fee that has not been assessed in more than three years will be inactivated and removed from the published fees that are currently listed on the RO website.

Fees must be at least \$25 to be considered.

Office of Tuition and Fees  
University of Michigan  
500 S. State St., 1210 LSA Bldg.  
Ann Arbor, MI 48109-1382  
Phone: 734.615.1572  
Fax: 734.936.3148  
ro.tuition@umich.edu

## Fee Committee Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Date of Committee

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Item Type