Request to Establish, Renew, or Increase Course Fee
Academic Year 2023-2024

<table>
<thead>
<tr>
<th>School Requesting Fee:</th>
<th>Contact Name and Email:</th>
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</thead>
<tbody>
<tr>
<td>Proposed Fee:</td>
<td>Is this fee new, a renewal or an increase? If an increase, what percentage?</td>
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<tr>
<td>Course and Number</td>
<td>Quarter Effective:</td>
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<tr>
<td>Previous Fee (if any):</td>
<td>Budget Number:</td>
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Have you made a good faith effort to ensure that this is the most cost-effective use of funds for students? [ ] Yes  [ ] No
If not, why not?

Fee Purpose: Provide in as much detail an explanation for fee use, including an itemized list, links and quotes for cost, and estimates for required course components covered by fees, for example - Labs, Studio, Supplies (other than lab), Field Trips, Technology Support, Distance Learning Support, or Other.

Attach Additional Documents as needed.

Next Step and Process/Approx. Timeline

Fiscal & Audit Services Review
Once your school dean approves, email the signed document to Kendra Yoshimoto (kyoshi@uw.edu), Becky A. Collord (bcollord@uw.edu), and Rachael Gilchrist (rglchrst@uw.edu). Fiscal & Audit Services reviews requests Monday-Wednesday. Allow up to 2 weeks for review.

What happens next:
ASUWB Review (Allow for up to 2 weeks for review.)
Once Fiscal & Audit Services reviews and signs the document, Rachael Gilchrist will then forward them to ASUWB and connect you with them if they have further questions before reviewing and signing off.

Final Signatures (Allow for up to 2 weeks.)
Once Rachael Gilchrist receives signed document from ASUWB, she will then forward it to the Vice Chancellor for Academic Affairs, the Chancellor, and the Provost, if necessary, for approval. Once all the necessary signatures are gathered, the Registrar is notified, and you will be too.

School Dean Approval Signature  Date
Fiscal & Audit Services Review Signature  Date
ASUWB Review Signature  Date
Vice Chancellor for Academic Affairs Approval signature  Date
Chancellor Approval  Date
Provost Office Approval (as needed)  Date

Rev. 4/04/23 RG