



# UNIVERSITY *of* WASHINGTON | BOTHELL

## Request to Establish, Renew, or Increase Course Fee Academic Year 2025-2026

School Requesting Fee:	Contact Name and Email:
Proposed Fee:	Is this fee new, a renewal or an increase? If an increase, what percentage?
Course Prefix and Number:	Quarter Effective:
Previous Fee (if any):	Cost Center Worktags:
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?	
Course Frequency:	Expected Enrollment:
<b>Fee Purpose:</b> 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.	

\_\_\_\_\_  
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 Signature Date

\_\_\_\_\_  
Provost Office Approval Signature (as needed) Date