INSTRUCTIONS FOR COMPLETING FEE/SERVICE CHARGE APPROVAL REQUEST FORM

A separate request form must be completed for each proposed new or revised fee or service charge. Pass through charges are considered a fee/service charge and must be approved. Each request form should be forwarded to the Budget Office through the appropriate reporting levels established in each division. Please retain a copy of this form for your files.

The form is designed to highlight required fields in red. Once the information is correctly provided the highlight should disappear. If the information requested is not applicable, please enter "N/A". Boxes only have 2 options "X" or blank. When in doubt, use the selection drop-down list (arrow) to help insure the correct entry. You may use the [Tab] or [Shift]+[Tab] keys to navigate between the fields.

NOTE: The form is only considered valid when all fields highlighted in red are completed and approved at all levels.

- Indicate the reason (New, Revision, or Elimination) for submission of the fee/charge form (select just one box).
- The Fee # can be found on the Board of Regents Approved list found on the Budget Website. For new fees please use "TBD".
- Title the proposed or existing fee/service charge.
- Provide the Effective Date and Fiscal Year. Effective Term is required if the Fee/Service Charge is associated with a course or academic term otherwise please enter "N/A". When Effective Term is applicable the Effective Date and Effective Fiscal Year should reflect the first day of classes. This information can be found on the University Registrar's webpage (https://inside.nku.edu/registrar/calendars.html).
- Indicate with an "X" the type of fee or service charge this request represents (select only one).
- Indicate with an "X" which group (Student, Faculty/Staff, Community, or University Department) will be charged (select all applicable groups).
- Indicate with an "X" where the fee will be collected (select only one).
- Select the method used to assess the rate. If none of the methods listed apply then please select "Other" and describe in the field below. If you have a list of related charges select "Other" then enter "see attached list" in the box below and 0 (zero) as the Current and New/Proposed Fee.
- For existing fees, the Current rate should be the rate listed on the Final Authorized Schedule of Fees/Service Charges (approved by Board of Regents).
- Fund/Cost Center should reflect where Revenue and Expense budgets should be set up.
- Estimate the total current and/or proposed revenue expected to be generated by the fee/charge during the fiscal year (round to the nearest dollar).
- Estimate expense budget by pool (round to the nearest dollar). Be sure that total expense budget equals the revenue budget.
- Clearly explain the purpose or necessity of the fee/charge. If more space is needed, please attach additional page(s).
- If there is a Refund Policy, please explain under what circumstances are refunds considered? If a refund is given, what percentage? What is the time frame for refunds? If more space is needed, please attach additional page(s).
- The Budget Office only requires a VP/Division Head signature. However, the VP or Division Head likely will require additional signatures.