



STUDENT FEE REQUEST FORM

Requests must be submitted to the Provost Office **by February 1** to be considered for Summer/Fall implementation. See Course Fees Guidelines for further information.

Request Type:

Choose an item.

Fee Type:

Choose an item.

Fee Description and Purpose

Name of Fee: Click or tap here to enter text.

Purpose of Fee (include all course(s) or test(s) for which the requested fee will apply):

Click or tap here to enter text.

Department/Program: Click or tap here to enter text.

Org Code: Click or tap here to enter text.

Proposed Fee Amount: \$ _____	Applicable Academic Term(s): _____	Current Fee Amount: (if applicable) \$ _____
	Estimated Annual Revenue: \$ _____	Estimated Annual Expense: \$ _____

***E-lab, e-textbook, and/or access codes course fees**

It is the responsibility of the department to coordinate with ECU Bookstore regarding adoption of e-lab, e-textbook, and/or access codes for course materials.

Departments must include a note on the class syllabus stating that ECU's tuition refund schedule applies to e-lab course fees. The tuition refund schedule is available online at <https://studentaccounting.ecu.edu/refund-schedule>.

Requestor: _____ Date: _____
 Print: _____
 Department Chair: _____ Date: _____
 Print: _____
 College Dean: _____ Date: _____
 Print: _____
 Vice President/Provost: _____ Date: _____
 Print: _____

The Provost's Office will forward approved requests to Office of Budgeting, Commonwealth 1410.