



Admission Fee Request

Form must be approved at least 3 months in advance of Effective Date

Name of Admission Fee

Revision to an Existing Admission Fee

Proposed Revised Fee Amount

Establish a New Admission Fee

Proposed New Fee Amount

Effective Date

JUSTIFICATION for new fee
or to revise existing fee:

How will this fee be
collected?

Revenue Account Code associated with fee (if applicable):

This fee will be reflected in (choose one):

- Existing Index
 New Index

Index Number

Statement of Estimated Revenues & Expenditures is attached (REQUIRED)

Additional documentation is attached (*additional documentation as necessary to justify proposed fee*)

Name of Requestor

Phone #

Requestor's Signature

Date

Organization / Department Name

Forms may be submitted to Jessica Gilland, Office of the Provost (745-4027)

Date received by Provost's Office _____

Approved

Denied

Authorizing Signature _____

Date _____