

APPENDIX C

REQUEST FOR RENEWAL OF A PROGRAM-SPECIFIC ENROLLMENT FEE

Please attach a copy of the original fee proposal request and all prior 4 years of annual stewardship reports. Renewal requests will not be considered without these documents. This document takes the place of the annual report for this year.

Date Submitted:

Name of College:

Prepared by:

Amount of Fee Proposed by Unit (Course or Credit Hour):

If this is an Increase in the Fee, please list all fee amounts for this 5-year window:

Courses on which the Fee Will Be Assessed:

Describe Any Proposed Change in Courses on which the Fee Has Been Previously Assessed:

Total Additional Cost by Degree Program:

First Semester of Renewal Fee Assessment:

Total Expected Annual Fee Revenue (Academic Year Basis):

1. Provide justification for renewal of the proposed fee. Such justification may include items from the following list, as appropriate to the college:
 - a) Student demand;
 - b) Information as to whether this fee is usual and customary in the area;
 - c) Peer and competitor analysis
 - d) Job placement;
 - e) Internship numbers;
 - f) Pass rates on licensure exams;
 - g) Admission to graduate/professional schools;
 - h) Expected starting salaries of graduates;

2. Please report fall enrollment numbers for each of the past 5 years the fee has been in effect:

Target enrollment: _____

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

3. Describe the major enhancements the fee revenue has made possible.

4. Identify how the continuing fee revenue will be used to improve the quality of your programs, recruitment efforts, student retention, and overall student experience.

5. Identify the metrics you will provide in your annual stewardship report due July 31 of each year to demonstrate how these investments improved college-related programs and attracted more and/or higher quality, or more diverse students, or improved student retention.

Submitted by:

College Dean

Date

Approved

Denied

President

Date

Special Notes or Conditions: