

Case Western Reserve University Fee Form

*****Please return this form signed to the Bursar's office before the start of the semester.**

1. What type of fee do you wish to charge?

Course Fee? (i.e. Biology 101)

Class Fee? (i.e. Biology 101, section 10 only)

Program Fee? (i.e. Activity Fee for Dental Students, Computer fee for Medical students)

Other? (i.e. not defined above)

If the fee is a **PROGRAM** fee or **OTHER** please provide the name of the fee. (30 Char.)
(i.e. Malpractice Insurance, Multimedia Fee) _____

2. Is this fee associated with a course/class? If so, please list the course/class number.

3. How much is the fee? _____

4. Should this fee be charged in lieu of tuition?

Yes _____

No _____

5. What speedtype and account number should be used for this charge?

Speedtype: _____

Account Number: _____

6. What is the criteria for charging this fee? (i.e. all students enrolled in course)

7. How often should this fee be charged?

Per Semester (Fall and Spring only)?

Once a school year?

If so, which semester should this be charged? _____

Summer?

Signatures:

Initiator of Form: _____

School Dean/Administrator: _____

Budget Office: _____