



Request to Add or Change Course Fees

Course fees or changes to existing course fees must be approved and published in the ACU Catalog for the following year in order for them to be assessed on a student's account. Course fees which are not processed by February 1st will not be included in the fall catalog.

Request Date 1/4/2016

Amount of Fee \$500.00

Department Making Request Conflict Resolution

Contact Person Joe L. Cope

Semester and year for fee to begin Spring 2017

Check the appropriate fee category below:

FOAP: 201805-17210-4048-10

☒ Fee is the same for every section and every student

☐ Fee applies to certain sections only

If fee applies to certain sections only, please specify below if it is a one-time fee for a single section or a repeating fee that will be applied on a regular schedule (e.g., a fee charged each time the course is taken in a summer session but not in the fall or spring).

This request applies to the following course (one per form):

Course Number / Section

Course Title

CONR 690

Conflict Resolution Residency Session

State the justification for your request below. You will be notified of final approval or denial.

This fee has been collected as part of the Conflict Resolution Residency Session for some time. This form is being

filed as part of a new course application, converting the Session from a requirement to a course.

The following signatures must be obtained before any request is approved.

Approved

Declined

Joe L. Cope
Department Chair

1/4/2016

Date

X

College Dean

Date

Graduate Dean (when applicable)

Date

Vice Provost

Date

Vice President for Finance

Date

If approved by all above, route to:

Controller

FOAP

Date Completed

Accounts Receivable

Fee Code for use on course

Date Completed

Registrar's Office

Date Completed