



Miscellaneous Fee Request Form

Instructions:

The person initiating the request submits it to the departmental executive officer (DEO). If approved, the DEO signs the form and forwards it to the department's budget officer. The budget officer provides or confirms the Master File Key (MFK), signs the form, and forwards it to the appropriate dean for approval. (Requests from non-academic units go to the appropriate university vice-president.) If the request is approved, the dean or vice-president signs the form and sends it to the Miscellaneous Fee Committee, c/o Larry Lockwood, 2 Jessup Hall. Requests for new fees or changes to existing fees are reviewed once a year. **An approved fee goes into effect the first day of the designated summer session if authorized by the Board of Regents otherwise goes into effect the first day of the designated fall session** and remains in effect until modified or removed.

Fee Information:

Type of Fee: Academic (include mandatory fees: <https://registrar.uiowa.edu/mandatory-fees>)
 Administrative

Fee Description: _____

Action Requested: Add a new fee of _____ (amount)
 Change existing fee amount from _____ to _____

Fee Implementation:

Describe how the fee is to be assessed to students. (Will this include a new tuition table or course fee? If assessed by table, is there a maximum rate cut-off? Will the department create Billing Entries in MAUI, etc?)

Purpose of Fee or Change:

Use this space to explain the purpose of the fee or the reason for change. Attach additional page if necessary.

Master File Key (required only when adding a new fee)

Fund	Org	Dept	Subdept	Grant/Prgm	InstAcct	Org Acct	DeptAcct	Fn	Cost Ctr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved by:

Initiating Dept Exec Officer Date	Budget Officer Date	Dean or V.P Date	Fee Committee Date