UNIVERSITY OF IDAHO
REQUEST FOR SPECIAL LAB AND COURSE FEE (SLC FEES)

Date: __________________

College: __________________________ Department: __________________________ Campus Zip: ____________

Course Title: ____________________________________________ Course No. ________________________

Credit Hours: _______    CRN: _________  Effective Semester/Year: __________

Campus Code for Course (circle all that apply):   A - Moscow   B – Boise   C – L&S Outreach   D – Coeur d’Alene
E – Education (Outreach)   F- Idaho Falls (IFCHE)   G - Engineering Outreach   H – Adult, Career, Technical Education
S – SCI Outreach   T – CLASS Outreach   V –Idaho Virtual Campus

Anticipated Enrollment: _____________________

Current Fee: ________________________   Date Approved: ______________ Proposed Fee: _________________

Will fee apply to All semesters? ___Yes ___No   If no, to which semesters will it NOT apply?  Fall __ Spring __Summer __

Descriptive Title for Time Schedule Information ______________________________________________________________

The Special Lab and Course Fee Committee reviews all requests for lab and course fee for compliance with State Board of
Education policy. Check the reason(s) below that apply to this request for a special course or lab fee.

   ___1.   College Preparatory Skills Courses
   ___2.   Consumable course and lab materials and equipment
   ___3.   Experiential learning activities (e.g., internships, field trips, service learning)
   ___4.   Third-party charges for facilities, activities or services
   ___5.   Private individual instruction (tutoring by a TA, but non-faculty)
   ___6.   Specialized equipment, computers, software and software upgrades
   ___7.   Professional liability insurance for students in practicum
   ___8.   Other (Please specify) __________________________________________

Provide budget information and rationale developed by program director to support request on page 2 of the form: ______

________________________________________________________

________________________________________________________

Signature/Date

Department/Administrator                   Date                      Dean/Associate Dean                               Date                        Vice Provost for Academic Affairs*        Date

*Vice Provost forwards approved copies to Registrar (4260), Student Accounts (4250), Request Department’s Zip Code: __________

Student Accounts Office:

Academic Affairs – Zip 3160   Phone: 885-7941   FAX: 885-5050

Revised 1/4/08
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Narrative Explanation to Support Request

Provide narrative explanation to support the request for a special course and lab fee for the course noted on page 1 of the form. The rationale must include the following: expected course enrollments, need for additional fee, intended expenditures and uses of the fund, and any other information that would help the committee in its review of the request.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________

Provide the following budget information for the special course and lab fee account.

Current Fee: __________ Date Fee was Approved: __________ Proposed Fee: __________

Y Account Designated for the Fees Collected: ________________________________

If this is a new fee, provide estimated revenue and expenditures on an annual basis below.

<table>
<thead>
<tr>
<th>Anticipated Annual Revenue</th>
<th>Anticipated Annual Expenditures</th>
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<tbody>
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If this is a previously approved fee, provide actual revenue, expenditures, and account balance for the past three years.

<table>
<thead>
<tr>
<th>Current Revenue</th>
<th>Current Expenditures</th>
<th>Account Balance</th>
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<tbody>
<tr>
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