



Fee Proposal Form

Fees Committee
 University of Northern British Columbia
 3333 University Way, Prince George, BC V2N 4Z9
Phone: (250) 960-6300
Email: feescommittee@unbc.ca

**All course fees (i.e. tuition, lab fees, etc.) will increase in accordance with the tuition limit mandate, which is currently 2% annually.*

<input type="checkbox"/> COURSE	<input type="checkbox"/> OTHER
<p>COURSE: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p> <p>FEE NAME: <input style="width: 100%; height: 25px;" type="text"/></p> <p>TYPE: <input type="checkbox"/> LAB <input type="checkbox"/> FIELD TRIP <input type="checkbox"/> *FIELD SCHOOL <input type="checkbox"/> NEW COURSE TUITION</p> <p style="margin-left: 40px;">CURRENT FEE: <input style="width: 60px; text-align: center;" type="text"/> \$</p> <p style="margin-left: 40px;">PROPOSED FEE: <input style="width: 60px; text-align: center;" type="text"/> \$</p> <p style="margin-left: 40px;">FIELD SCHOOL DEPOSIT: <input style="width: 60px; text-align: center;" type="text"/> \$</p> <p><input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> DELETION <input type="checkbox"/> SUSPENSION</p> <p><small>*Field schools are approved on an annual basis for one iteration only</small></p>	<p>FEE NAME: <input style="width: 100%; height: 25px;" type="text"/></p> <p>TYPE: <input style="width: 100%; height: 25px;" type="text"/> <small>(application, parking, program, transcript, other)</small></p> <p style="margin-left: 40px;">CURRENT FEE: <input style="width: 60px; text-align: center;" type="text"/> \$</p> <p style="margin-left: 40px;">PROPOSED FEE: <input style="width: 60px; text-align: center;" type="text"/> \$</p> <p><input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> DELETION <input type="checkbox"/> SUSPENSION</p>

IMPLEMENTATION DATE: (mm/yy)	END DATE: (if applicable) (mm/yy)

FEE DESCRIPTION & RATIONALE: <small>(include budgetary basis for calculating fee):</small>

PROGRAM / DEPARTMENT REQUESTING THE FEE:

<p>Proposed By:</p> <p>Name: _____</p> <p>Signature: _____</p>	<p>Approved By <small>(Dean / Director):</small></p> <p>Name: _____</p> <p>Signature: _____</p>
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Is there an attachment with this request: YES NO



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CHECKLIST:

- Fee Type: Check either "COURSE" OR "OTHER" and complete accordingly.
 - Implementation Date (Implementation Date & End Date if applicable).
 - Fee Description & Rationale: Describe the fee and include additional information if necessary.
 - Obtain appropriate signatures.
 - All completed forms are to be submitted to the Office of the Registrar - no later than 1 week prior to committee meetings.
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ADDITIONAL INFORMATION:

1. The Fees Committee meets four times each year, in the following months to address requests for new fees, fee change requests, or the deletion of fees:
 - late October or early November,
 - January
 - February
 - March
2. A course with a field trip component is not considered "a field school"
3. All field schools are classified as "New" courses under Ministry of Advanced Education policies.
4. Attach additional information if necessary to support the request. (e.g. budgets, rationale, supporting documents, travel information, etc.), **This is required for field school.**

THANK YOU