LABORATORY/COURSE FEE REQUEST FORM
STEPHEN F. AUSTIN STATE UNIVERSITY

COLLEGE		DATE	
DEPARTMENT		COURSE NO.	
COURSE TITLE			
COURSE FEE ACCOUNT NO.			

FEES	PRESENT	PROPOSED
Incidental Course Fee actual cost of materials, supplies and/or services as a result of a direct educational benefit in the classroom		
Laboratory Fee Increments of $10 (min), $20, $30 (max) Must cover actual cost of lab supplies and materials used per student		

Justification/Rationale

Provide information detailing the disposition of funds to be generated by these fees and why the fees are essential to the class.

Approval of Fees (Sign & Date)

Department Chair	Date	Dean	Date

Vice President for Academic Affairs	Date