



# UNIVERSITY of WASHINGTON | BOTHELL

## Request to Establish, Renew, or Increase Course Fee Academic Year 2024-2025

School Requesting Fee:	Contact Name and Email:
Proposed Fee:	Is this fee new, a renewal or an increase? If an increase, what percentage?
Course and Number	Quarter Effective:
Previous Fee (if any):	Budget Number:
Have you made a good faith effort to ensure that this is the most cost-effective use of funds for students? __Yes __ No If not, why not?	
Course Frequency:	Expected Enrollment:
<b>Fee Purpose:</b> Provide in as much detail an explanation for fee use, including an itemized list, links and quotes for cost, and estimates for required course components covered by fees, for example - Labs, Studio, Supplies (other than lab), Field Trips, Technology Support, Distance Learning Support, or Other.	
Attach Additional Documents as needed.	

### Next Step and Process/Approx. Timeline

#### Fiscal & Audit Services Review

**Once your school dean approves, email the signed document to Kendra Yoshimoto ([kyoshi@uw.edu](mailto:kyoshi@uw.edu)), Becky A. Collord ([bcollord@uw.edu](mailto:bcollord@uw.edu)), and Jose Rodriguez ([jar25@uw.edu](mailto:jar25@uw.edu)). Fiscal & Audit Services reviews requests Monday-Wednesday. Allow up to 2 weeks for review.**

#### What happens next:

ASUWB Review (Allow for up to 2 weeks for review.)

*Once Fiscal & Audit Services reviews and signs the document, Jose Rodriguez will then forward them to ASUWB and connect you with them if they have further questions before reviewing and signing off.*

Final Signatures (Allow for up to 2 weeks.)

*Once Jose Rodriguez receives signed document from ASUWB, she will then forward it to the Vice Chancellor for Academic Affairs, the Chancellor, and the Provost, if necessary, for approval. Once all the necessary signatures are gathered, the Registrar is notified, and you will be too.*

School Dean Approval Signature	Date
Fiscal & Audit Services Review Signature	Date
ASUWB Review Signature	Date
Vice Chancellor for Academic Affairs Approval signature	Date
Chancellor Approval	Date
Provost Office Approval (as needed)	Date