**University of Washington**

**College of Engineering**

**Course Fee Request Departmental Approval Form**

*This form should be reviewed and signed by the Chair or Director of your unit and submitted with the Budget Worksheet to the College of Engineering Dean's Office.*

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Department

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Course Prefix and Number

The submission of this form indicates that the requesting unit agrees to the following:

* The expenditures for this course fee meet the criteria outlined in Section 5a of the UW Administrative Policy Statements 33.1.
* The revenue generated from this course fee will be directly applied to specific costs for the course for which they are assessed.
* Income from this course fee will be accounted in departmental income accounts and will be made available to the Dean’s Office as requested.
* The department agrees to the course fee refund policy for students who drop this course as outlined in the [UW Request to Add or Change a Course Fee Form](http://depts.washington.edu/registra/forms/coursefee-form.pdf). Alternately, the department can develop and communicate to students a refund policy for returning part or all of the course fee to students who drop this course after the 14th calendar day of the quarter.
* The department has consulted faculty and students in developing this proposed course fee.
* The department will notify its students at least 30 days before this course fee is implemented. The department will make every effort to provide students with sufficient warning to incorporate this course fee into their financial planning.
* The department will be the first resource to address questions from students about the purpose or amount of this course fee.

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Chair or Director Signature Chair or Director Name

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Date