

Course ID _____ Course Title _____
 Department _____ Course Credit Hours _____ Fee Amount \$ _____
 Requested Implementation Date/Term _____ Fee Name* (i.e., TLAB Lab Fee) _____

For the Office of Business/Bursar Only:	Detail Code/FOAPAL
*TBD indicates a new program awaiting a code assignment from the Office of Bursar.	

Justification (Supporting documentation attached: Yes No)

Select What Type of Fee Request (required)

- Original approval request*
- Change to existing fee amount*
- Course designation change (no fee change)
- Fee Termination Notice
- *Requires SVPCO and Board approval*

Select What Type of Fee (required)

- Course Lab Fee (≤ \$24)
- Course Special Fee (>\$24)
- Pass-through Fee
- Administrative Fee
- Other (requires justification)

Requestor:

Associate Dean; Director Name/Signature _____
Date

Approvals:

Dean Name/Signature _____
Date

Provost Name/Signature _____
Date

Senior VP Campus Operations Name/Signature _____
Date

Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
2. Board determinations will be routed from Office of Campus Operations to Office of the Bursar, then to the respective dean.
3. Departments are responsible for any necessary fee entries in Banner at course section level.
4. The Office of the Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

Texas Education Code (TEC) Citations for Assessing Fees

TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*
TEC, Subchapter B.54.051(I): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...* **TEC, Subchapter E. 54.504:** *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.* **TEC, Chapter 130.084(b):** *Fees necessary for efficient operation of the college...*