



Section 5

1. Per statute, student fees may only be used for the purpose in which they are assessed. Please provide a description of the purpose of this fee and the specific types of expenses directly related to this fee.

2. Rationale for requesting a rate adjustment to an existing fee or charge or for requesting a new fee. Indicate why other sources of revenue are not appropriate to support this fee and outline the use of the fee (attach additional pages as necessary).

3. In pricing the requested fee, please list and attach any supporting evidence of market analysis and comparison of the fee to other peer or comparable regional institutions. If the proposed fee is not easy to compare to other institutions, please provide compelling evidence as to why the proposed fee differs significantly.

**As fund manager, school or department manager, my signature below confirms that student fee fund operating policies and procedures for my school/department have been documented and include processes for establishing and approving student fees, establishing fund balance thresholds, reviewing increasing or excessive fund balances, reviewing fee rates and intended purposes, and ensuring expenditures align with the fee's intended purpose; and this review document was prepared in accordance with those established policies and procedures.**

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Fund Manager

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Date

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Dean/Department Director

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Date

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Student Business Services

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Date

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Vice President and Chief Financial Officer

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Date