



University of Cincinnati
Special Fees Approval

This approval process is required when it becomes necessary to charge program fees at a rate that differs from the University Board approved published fee structure. These special fees may be more or, in very limited cases, less than the published tuition rates. Approval signatures must be obtained from the appropriate Dean, Provost, VP Finance, and finally the President before implementation. Approved paperwork will then be forwarded to the Registrar's and Student Accounts Offices.

Program Name: _____

Justification for Special Fee: _____

Effective Term: _____

Instructional Special Program Fee Rates (excluding applicable General, IT & IE, and Campus Life fees):

Full-time Resident: _____ Full-time Nonresident: _____

Part-time Resident: _____ Part-time Nonresident: _____

FOR USE BY OFFICE OF THE VP FINANCE
Instructional Fee _____ General Fee _____ IT & IE Fee _____ Campus Life Fee _____

Initiated by: _____ College/Dept. _____ M. L. _____ Date: _____

Approval Dean: _____ Date: _____

Approval Provost: _____ Date: _____

Approval VP Finance: _____ Date: _____

Approval President: _____ Date: _____