

Course Computing Lab and Expendables Fees Form

The Course Computing Lab and Expendables Fees form lists current courses and any associated fees. The form is used to ensure that all new and/or changed fees are forwarded to the appropriate channels for review and approval. All changes to the form should be made in RED ink.

Note: Complete the "Course Computing Lab and Expendables Fees for New Courses" form at the back of this section for any new courses for which fees are being proposed.

- 1) **Course:** The curriculum course identifier.

- 2) **Fee information:** If there is only one fee, 'Fee One' is used (this can be either a computing or expendables fee). If there are both a computing fee and an expendables fee or two computing fees or two expendables fees, both 'Fee One' and 'Fee Two' are used.
 - a. Fee One Amount: The dollar amount of the fee.
 - b. Fee One Percent: If there is only one fee this will be 100%. If there are two fees this is the percentage of the total fee (Fee One + Fee Two) that is credited to the Fee One account.
 - c. Fee One Account: The MTU account number to which collected fees are credited.
 - d. Fee Two Amount/Percent/Account: same type of information as Fee One, described above, when applicable.
 - e. Total: The total dollar amount of Fee One and Fee Two combined

- 3) **Rationale for change:** Explain the purpose of the change or new fee. This is required as part of the review process for all new and existing courses.

Fees are reviewed/approved by the Chief Information Officer.