FEE REQUEST FORM  
Humboldt State University

In accordance with the provisions of the Chancellor’s Executive Order 1034, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the Chancellor to establish a new fee. To facilitate this process, please provide the

I. **Request to:** □ Establish a Campus Fee □ Adjust a Campus Fee

II. **Fee Type:** □ Student Fee □ Non-Student Fee  
   (Check each applicable box)

III. **Name of Fee:** ____________________________

IV. **Fee Category:**  Category II □  Category III □  
   *For fee category definitions see Executive Order 1034 at www.calstate.edu/EO-1034.html*

V. **Current Fee:** $_____________ per _______________  
   (if applicable)  
   **Proposed Fee:** $_____________ per _______________

VI. **Proposed Effective Date:** _______________

VII. Please attach a short narrative regarding description or purpose of fee.

VIII. **Authorization, if applicable (for proposed fees only):**

IX. **Budget:** For a new fee request, a revenue and expenditure budget plan covering three years of activity from proposed effective date is required. For a fee adjustment, a revenue and expenditure budget plan covering the most recent year and two projected years for the fee supported activity is required. Please complete the Financial Data Sheet Supporting Student Fee Request form and attach it to this request.

X. **Submitted By:** __________________________ Date _____________ Phone ____  
   Department Representative

XI. **Approved By:** __________________________ Date _____________ Phone ____  
   Dean/Director  
   __________________________ Date _____________ Phone ____  
   Vice President

XII. **Reviewed By:** __________________________ Date _____________  
   Associate Vice President, Business Services

*Final review and recommendation will be made according to Executive Memorandum P01-5*