**COURSE FEE REQUEST**

The use of course fees is governed by the University Course Fee Policy <https://provost.illinois.edu/policies/policies/courses/course-fees/>.

All requests for fees must be approved prior to the first day of registration of the term in which they are to be assessed. At the conclusion of each academic term, departments are responsible for detailing the expenditures associated with the fee.

Course Fees are submitted via the Course Inventory Management (CIM) module. Each unit has an approved CIM user. They will need the following information to request a course fee:

**Course Subject and Number**:

**Course Title**:

**Justification for adding/revising course fee, including CFOAP to be used**. Please review the Campus Course Fee Policies to ensure your request can be processed:

**Departmental Fee Contact Name**:

**Fee amount**:

**Detailed budget** (how will the fee be used) – a separate document may be attached:

**Fee Description** (30-character description that will appear on the student bill and the Class Schedule, so choose something that is understandable to the student.) Example: ENVS 301 Field Trip Fee