FERRIS STATE UNIVERSITY

Student Fee Request Form

Deadline for Submission: February 1 of year preceding proposed implementation or increase.

In order for the fields to work properly, please save document on your desktop before opening in Adobe Acrobat Pro (see directions on last page).

Date:_____ Requester:_____Amount:_____

Fee Description and Justification (feel free to attach additional information):_____

_____

_____

Anticipated Implementation Date:_____ FOAP to be Credited:_____

Collection Site:_____

☐ Student Fee—New

☐ Student Fee—Increase

Current Amount:_____

☐ New Emerging Technology Equipment Request

(Only to be used for new emerging technology requirements that are not on existing equipment list, e.g., laptop computers.)

Signature:_____Department:_____

(Directions for creating a digital signature on last page.)

APPROVALS

Dean/Director: _____ Date:_____

(Directions for creating a digital signature on last page.)

Vice President: _____ Date:_____

(Directions for creating a digital signature on last page.)

☐ Approved ☐ Not Approved

Tuition & Student Fees Committee Chair: _____ Date:_____

Rationale:_____

_____

☐ Approved ☐ Not Approved

President: _____ Date:_____

6/8/16

Summary Procedure:

1. Complete Student Fee Request Form, digitally sign, and email request form to Dean/Director, along with any supporting documents.

2. Dean/Director reviews and, if supports, digitally signs and emails form to the appropriate Vice President with any supporting documents.

3. If Vice President does not support the request, request gets sent back to the Dean/Director.

4. If Vice President approves request, request is digitally signed and emailed to T&SFC (Tuition & Student Fees Committee) at budgetoffice@ferris.edu with any supporting documents.

5. After the submission deadline of February 1, the Committee reviews all fee requests and forwards recommendations to the President.

6. President reviews request and conveys decision to the T&SFC Chair.

7. Chair sends decision, via memo/email, with a copy of the approved/disapproved form to appropriate Vice President, Dean or Director (depending on division), Finance Office and Student Financial Services.

8. If request is approved, Budget Office will add the fee addition/change to the student fee listing.

9. The listing will be provided to the Board of Trustees along with the Preliminary General Fund Operating Budget Recommendation in the spring.

10. The Financial Aid Office adds approved new emerging technology equipment to Equipment list.

Definition:

- Student Fees Requiring Committee Review- student fees which are assessed to underwrite the cost of goods or services and are charged at a legitimate point of sale (e.g., clinics, bookstore, health center, golf course, racquet facility), or fees that are assessed to students as the primary customer, which are intended to augment department or general revenues, or are not charged at a legitimate point of sale. Also to come to the Committee are those fees that are not specifically related to a course and could conceivably affect any Ferris student (e.g., proficiency exams, alcohol education classes, application fees, etc.).

- Student Fees NOT Requiring Committee Review- routine, course-specific supplies will be treated like textbook items (added to course syllabus) and should go through the normal departmental/dean's office approval process (e.g., scientific calculators, course specific software, etc.). If course-specific supplies cost over $100, the list then needs to be sent to the Financial Aid Office to become part of the equipment list. This allows the Financial Aid Office to add the cost to the student's budget for financial aid consideration. Routine, course-specific disposable supplies will continue to be supplied by the department such as biology lab items, rubber gloves, gauze, needles, first aid items, etc.

For more information about the Student Fee Policy, the web address is:

https://www.ferris.edu/htmls/administration/buspolletter/bpl0312.pdf

Directions on Completing the Student Fee Request Form

Please save document on your desktop before opening in Adobe Acrobat Pro. This is required in order for the digital signature lines to work. This form will not work using an iPhone or Android.

To Sign a PDF Form:

If you already have a Digital ID on file, then when you click on the Signature box, Adobe will automatically prompt you to choose the ID.

If you have not already created a Digital ID, follow these steps:

- Click on the appropriate Signature box
- When you click on the Signature box, a dialogue box will appear called *Add Digital ID*
- Choose "I want to sign this document using a new digital ID I want to create now"
- Hit Next
- Select New PKCS #12 digital file
- Hit Next
- Enter your information - the only fields required are your name and email address
- Hit Next
- Enter a password - you will use this password to access your signature in the future
- Hit Finish

Once your signature is added to the document, save the document.

Email the next approver and attach the fee request that contains your digital signature. Include any other back-up documents to support the request.

Questions on completing this form may be directed to the Budget Office at 231.591.3823 or budgetoffice@ferris.edu.