

LONGWOOD UNIVERSITY
FEE RECOMMENDATION WORKSHEET

Prepare a worksheet for each change to an approved fee or a request to establish a new fee.

1. Fee Title:

2. Describe the change to an approved fee or request to establish a new fee:

3. For the proposed fee, provide the following information:

- a. Currently approved fee amount:
- b. Recommended new fee amount:
- c. Budget unit to which fee will be deposited:
- d. Revenue collected in current fiscal year:
- e. Estimated revenue for upcoming fiscal year:
- f. Rationale for upcoming fiscal year estimate:
(include information such as anticipated increased fee amount and other variables such as changed participation, enrollment, etc.)

g. Do you recommend the increased revenue be shared among various units?

No

Yes

If yes, provide rationale:

If yes, provide recommended revenue distribution.

	%	Amount
Department Share	_____	_____
College/Activity	_____	_____
Share:	_____	_____
University Share:	_____	_____
Other:	_____	_____

APPROVALS:

Dean _____

Vice President, Academic Affairs _____