

Graduate Equipment Fee Request Form

Forward to your college office

This form is to be used for requests to add, change, or delete equipment fee requests for a program. All requests for the next catalog must be submitted by October 24 for the **November** agenda deadline of the Graduate Council Committee (Dean Ross Hinkle).

Request routing: 1) Department Chair to College Dean's Office; 2) Dean's Office; 3) Graduate Council Curriculum Committee; 4) A list of approved requests will be forwarded to the provost for final approval. 5) University Board of Trustees — information only.

Under the rules of the Board of Trustees for the University of Central Florida, equipment fees may be assessed for the use and replacement of equipment. Fees take effect in the fall semester of each year. Departments must maintain detailed accounting of all expenditures and report them to the Dean of the Graduate College on July 1 of each year. Equipment Fee maximum per semester: \$90.00 Full-time; \$45.00 Part-time.

Use one form for each program request:

Date Submitted: _____ College: _____

Department: _____ Submitted by: _____

Degree program: _____

Equipment Fees:

Fall graduate student enrollment: _____ Full-time _____ Part-time _____

Fee amount per semester: _____ Full-time _____ Part-time _____

Provide detailed Justification for the Request:

(use additional sheet if necessary)

Provide detailed cost information about the expenses for which the fee is to be assessed.

(use additional sheet if necessary)

Equipment	Cost	Lifetime
Total of Costs:		

Equipment replacement/upgrade cost/year: _____

Maintenance	Cost	Lifetime
Total of Costs:		

Maintenance plans and maintenance cost/year: _____

Total cost for equipment replacement, upgrade, maintenance, and maintenance contracts per year: _____

Any special conditions or exemptions must be identified:

Payment Details

Account Number to Deposit Fees: _____

Item Type: _____

Contact Person: _____

Phone Number: _____

RECOMMENDED APPROVAL (all approval levels must be signed)

Department Chair (Print) _____ (Signature) _____ Date _____

College Academic Standards (Print) _____ (Signature) _____ Date _____

College Dean (Print) _____ (Signature) _____ Date _____

Graduate Council (Print) _____ (Signature) _____ Date _____

Graduate Dean (Print) _____ (Signature) _____ Date _____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____