

Supplemental Information for Enrollment-based Charge Detail Codes

» Please complete the following information and attach this form to your detail code request form. «

1. Provide a brief description of this charge, including the population of students who will be affected, and the basis for the charge (e.g., is it charged based on enrollment in a specific course, based on enrollment in a specific program, is this a charge in lieu of or in addition to tuition, etc.)

2. How many students do you estimate will be affected by this charge each term?

3. If this charge is based on course enrollment, list the course and section numbers.

4. What is the rate and basis for this charge (per CU, per course, or per session)?

5. Provide the Banner College (Division) Code and the Banner School Code of the unit that is levying this charge and/or receiving credit for the revenue. This typically, but not always, corresponds to the primary college (division) of the student who is being assessed the charge.

6. Who in your school/center (Dean/Senior BA, etc.) has approved this request?

7. Approval by the Budget Office is required. Attach a copy of such approval to this form.

8. In what term(s) will this charge occur? Fall Spring S1 S2 Year: 20

9. How will information regarding this new charge be communicated to students and when?

10. Is everyone who has a need to know in your school/divisions aware of this request? Yes No