



How do I submit a University Fee Request?

It is now easier than ever before! Simply login to Centrallink and access the Financial Planning & Budgets (FPB) website. Once there, click on University Fees on the right hand menu, and then click on University Fee Forms on the right hand menu ([or click here](#)). Complete the appropriate form electronically following the instructions provided and click submit. That is all! The electronic form will be routed to FPB and we will take it from there.

If I have more than one fee request, do I need to complete separate forms?

Yes. Each fee request (to add, change, or delete a fee) must be completed on separate forms for tracking purposes.

Can I attach documents to the new electronic fee request form?

Yes, documents can be attached at the bottom of the web form. All documents must be converted to PDF format prior to attaching.

Can I still submit a paper University Fee Request?

No. All university fee requests must be submitted electronically on the Financial Planning & Budget [website](#).

Do I need to obtain Senior Leadership approval prior to submitting the university fee request?

No. Only approval of the department or unit director is required to be attached when submitting a university fee request. FPB will review your request and obtain final signatures from the Vice President or Provost (or designee) as well as the President. You will receive electronic confirmation of the fee approval or denial from FPB.



Do I have to complete the budget section of the form? How do I calculate this information without knowing how many will be charged this fee?

This is an estimated calculation for budgeting purposes only. This is a required section to be completed by the originating department. The budget section will auto calculate totals when anticipated enrollment or customers is entered.

What is a “continuing fee”?

A continuing fee applies to fees that will remain constant until otherwise notified.

What GL do I use when requesting a fee?

For any course related fee, the GL will automatically populate to 510200 and cannot be changed. For non-course fees, select the GL from the master GL listing found in SAP. After FPB receives the fee request electronically, the GL listed will be reviewed by Accounting Services. Any GL changes will be indicated on the fee request.

Why are there strict deadlines on the course fee request form?

When requesting an academic course fee, the university requires proper notification of the fee be provided to students. The submission deadline dates must be followed to allow adequate time for the fee to be included in the Course Schedule book for the semester in which the fee takes effect. If the fee being requested is not related to an academic course and is considered a non-course fee, the deadline does not apply and the form may be submitted at anytime.