

**New Fee Remission/
Increase of Existing Fee Remission Request**

All new fee remissions requests **must** be submitted for budget and executive approval prior to award offer being made. Complete all information below and submit completed form to the Financial Aid Director in the Financial Aid Office. The Financial Aid Director will review overall fee remission budget, prepare budget and fee remission projection for the academic year and submit to cabinet for review. Once decision has been made at the executive cabinet level, this form will be returned to the Scholarship Coordinator for notification of the requesting party and processing.

Date: _____

Name of Fee Remission Requested: _____

Reason for Request: _____

What qualifying criteria is necessary for students: _____

How would this support net tuition revenue and/or institutional mission and objectives?

Budget Amount Requested (Per Year): \$ _____

Source of funding: _____

Requested By: _____

1) Division VP Review Completed By: _____

Date: _____ **APPROVED or DENIED** (Circle One – If Approved Send to next reviewer)

2) Financial Aid Review (Financial Aid Director) Completed By: _____

Date: _____ **APPROVED or DENIED** (Circle One – If Approved Send to next reviewer)

3) VP of Finance and Administration Review Completed By: _____

Date: _____ **APPROVED or DENIED** (Circle One – If Approved Send to next reviewer)

4) President Review and Completed By: _____

Date: _____

Final Decision: APPROVED OR DENIED (Circle One)

CC: Approvals to Budget _____