

*Office of Undergraduate Education*

**Request for Use of Course Fee Funds**

Course fees are additional charges to students that are intended to pay for specified course-related costs (Per Executive Order No. 4).

http://www.washington.edu/admin/rules/APS/33.01.html#5. Please go to <http://www.tacoma.uw.edu/oue-intranet/field-trip-guidelines-course-fee-funds> to review course fee guidelines before submitting your request. This form is required for all request and the Office of Undergraduate Education is required to save accurate records of these expenses. ***Effective September 30, 2017*** *all funding requests for field trips and approved CORE course supplies must be received one quarter prior to your teaching the core class for which you are requesting funds.  The cut off for funding requests will be the last day of finals every quarter.*

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| --- | --- |
| Faculty name: | Total cost for this event/purchase not to exceed:  |
| Course number/title: | Total number of students enrolled in the course: |
| Full description of event/purchase (please include a detailed description of the purchase/field trip and how it relates to the Core class curriculum):  | Date of event: |
| Faculty signature: | Date submitted: |

**Office Use**

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| Director’s signature: | Date signed: | (Circle one): approved or denied |
| Reason for denial or comments: | Budget number: |
| Total cost for event or purchase: | Event completion date: |

***Please note:***Each request is subject to approval. We reserve the right to deny any requests that does not meet our guidelines.