



## User Fee Approval Form

**Fields highlighted require data entry**

**Action (select one)** New Fee **Fee Type (select one):** Other  
If this is a new course, please attach approval by curriculum committee \_\_\_\_\_  
If other specify

**Course Prefix, Number and Title (if applicable):** SLS 1350 EMPLOYABILITY PREPARATION

**Current Fee Amount** \$ - **Calculated Fee Amount** \$ 16.00  
**New Fee Amount** \_\_\_\_\_

**Effective Date or Term:** 201110 Note: new fee amount cannot exceed the calculated fee amount

**Course Cost Center (org. code) select one:** 1232 Academic Success Programs  
(click cell to see a list a valid codes)

**Please Note: This fee will be assessed to all sections district wide**

**Justification:**

**Background Information:**

This is a new courses designed for students who are getting ready to enter the workforce. It teaches employability skills including but not limited to resume writing, cover letter writing, application preparation, and interviewing techniques.

**Reason for Fee or Fee Change:**

There will be costs associated with a series of guest speakers as well as other career related materials.

**Cost per term:**

Item/Service	Amount	Will Amount rollover for future purchases
Assessment Tools	600.00	YES
Supplies	600.00	YES
Software	500.00	YES
DVD Library	300.00	YES
Printed Materials	1,000.00	YES
Guest Speakers	1,000.00	YES
		NO
		NO
<b>Total</b>	<b>\$ 4,000</b>	

**Average Classes/Students per term:**

Classes per Term *	Projected #Students	Total Students
10	25	250
<b>User fee</b>	\$ 16	
<b>Fiscal Impact</b>	8,000.00	

*\*Enter 1 if not applicable*

**Prepared By:** \_\_\_\_\_

**Approvals:**

\_\_\_\_\_  
 District Dean

\_\_\_\_\_  
 District Vice President of Academic and Student Affairs

Date Approved by District Board of Trustees: \_\_\_\_\_

(completed by Executive Director of Financial Services)

**Please provide supporting documentation regarding items/service and amounts**