

TO: Rita Kean  
Dean of Undergraduate Studies

FROM: (Dean's name)  
Dean of College of (College name)

DATE: October 1, 2009

SUBJECT: 2010-11 Special Fees

Below is a summary of the requests for new/change in special fees for the College of (name of college) for the 2010-11 Academic Year. If you have any questions, please feel free to contact me.

(Department Name)

Dept Code/Course ID	Course Title	Proposed Fee
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Requesting an increase from \$50 due to increase in food prices and equipment prices since the special fee was originally requested 2 years ago. Rental prices of linen/china used for dining experiences have also increased.

(Department Name)

Dept Code/Course ID	Course Title	Proposed Fee
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Requesting special fees to cover paper and printer ink replacement and upgrade of Printmaster software and Photodeluxe. Also to cover expense of film and development needed for portfolios in the above course.