THE COLLEGE OF THE FLORIDA KEYS
LAB/SPECIAL/COMMUNITY SERVICE FEE
REQUEST FORM

SECTION ONE

Date	03/10/2023	**Budget Manager**	Catherine Torres
Course Prefix	N/A	**Course Name**	XVR from COT to BLE (min 8 max 15 Cohort)
Estimated Number of Students Per Course			8
Current Fee ($)	1887.00	**Recommended Fee ($)**	1904.00

Campus Affected by lab/special/community fee request:

☐ **Key West** ☐ **Middle Keys** ☐ **Upper Keys** ☑ **All Campuses**

Effective Term: ☑ **Fall** ☐ **Spring** ☐ **Summer** **Year** 2023

SECTION TWO

Justification	Specifically outline the details of existing fees, the rationale for the proposed increase and how the funds from the proposed increases will be used.

Updated professional fees and expendables. Cost analysis on minimum 8 and maximum 15 XVR Cohort. Cost Analysis sheet attached.

SECTION THREE

APPROVALS	
Budget Manager	Catherine Torres Digitally signed by Catherine Torres Date: 2023.03.10 14:43:11 -05'00'
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Controller	Heather Margiotta Digitally signed by Heather Margiotta DN: cn=Heather Margiotta, o=The College of the Florida Keys, ou=Controller, Business Office, email=heather.margiotta@cfk.edu, c=US Date: 2023.03.16 20:08:47 -04'00'
Vice President, Academic Affairs	Michael McPherson Digitally signed by Michael McPherson Date: 2023.03.17 09:33:27 -04'00'

Section One Clarifications:

1) Course Prefix Example: ACG 2021
2) Lab Fee: Traditional laboratory type of expense.
3) Special Fee: Courses with extraordinary high cost of instruction.
4) Community Service Fee: Charged for non-credit courses.
5) Total costs and total students are based on costs for one course. The number of students must be quantifiable based on a three year average of prior year enrollment. New courses may not exceed seven (7) estimated students per course.