

**KSC DestinyOne Fee Creation Form**

This form CANNOT be used to request course fees or program fees. Please use the Special Fee Request form for those requests.

Copies of all associated forms (e.g. off-campus travel) must be attached.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requestor Information** | | | | | | | | | |
| Requestor Name: | | | | KSC Email: | | | | | |
| KSC Phone: | | | | Cell Phone: | | | | | |
| Requestor Role at KSC: | | | | | | | | | |
| **Event Information** | | | | | | | | | |
| Event Title/Name: | | | | | | | | | |
| Event Short Title (25-character limit): | | | | | | | | | |
| ***Event Description*** | | | | | | | | | |
|  | | | | | | | | | |
| Will this event take place off-campus? Yes No | | | | | | | | | |
| If yes, where will it take place? | | | | | | | | | |
| ***Event Cost per Participant*** | | | | | | | | | |
|  | | | | | | | | | |
| Cost Details: | | | | | | | | | |
| ***Account Information for Collected Funds*** | | | | | | | | | |
|  | **Fund** | **Org** | | | **Account** | **Program** | | **Activity** | |
| Account |  |  | | |  | 020 | |  | |
| ***Event Date/Registration Information*** | | | | | | | | | |
| Event Start Date: | | | Event End Date: | | | | | | |
| Event Registration Start Date: | | | Event Registration End Date: | | | | | | |
| Maximum Number of Registrations: | | | | | | | | | |
| ***Event Sponsor (for course-based Event, complete Department, Prefix, and Course #(s))*** | | | | | | | | | |
| Department: Ed Prep | | | | Prefix: | | | \*Course #: | |
| KSC Organization: | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signatures** | | | | |
| Submitter’s Name: | |  | | Date: |
| Approve | Deny | Dept. Chair Signature: | | Date: |
| Approve | Deny | Dean/Director Signature: | | Date: |
| Approve | Deny | Executive Officer Signature: | | Date: |
| Notification sent to Registrar and Business Office | | | | Date: |
| **Business Office** | | | | |
| Received by Business Office | | | By: | Date: |
| Notes: | | | | |

Business Office | MS1601 | finance.division@keene.edu