

# Approved Rates & Charges

## Request to Amend Existing Rate/Charge

### Division of Academic and Student Affairs

Complete this form to change the name, amount and/or project used for a current approved rate or charge

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#### AMEND existing rate or charge

Type of change you are requesting

Check all that apply

Name  Rate  Project

Current Name \_\_\_\_\_

Proposed Name \_\_\_\_\_

Current Project \_\_\_\_\_

Current Amount \_\_\_\_\_

New Project \_\_\_\_\_

Proposed Amount \_\_\_\_\_

Requested effective date \_\_\_\_\_

Reason/Justification for change  
\_\_\_\_\_

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#### Department Certification

We request approval to amend the existing rate or charge. We agree to abide by all [cash handling, deposit and accounting guidelines](#) of the University.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Unit/Department Name \_\_\_\_\_

OUC \_\_\_\_\_

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#### Assistant Vice Chancellor for Finance Approval

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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#### Associate Vice Chancellor/Associate Dean Approval

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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