**Grant Course Fee Exemption Request Form**

Name:

District:

E-Mail Address:

Phone Number:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grant Program Title | CFDA # | Program Name/Award # | Grant End Date (Mo/Yr) | Fee Equivalents vs. Grant Revenue (1) | Rationale for Request/Comments |
|  |  |  |  | Est Course Fee Revenue\* =  Est Grant Revenue\*\* = |  |
|  |  |  |  | Est Course Fee Revenue\* =  Est Grant Revenue\*\* = |  |
|  |  |  |  | Est Course Fee Revenue\* =  Est Grant Revenue\*\* = |  |
|  |  |  |  | Est Course Fee Revenue\* =  Est Grant Revenue\*\* = |  |
|  |  |  |  | Est Course Fee Revenue\* =  Est Grant Revenue\*\* = |  |

Please fill out the above form by placing the cursor in the appropriate cell and entering the information for each grant you are requesting an exemption for and e-mail a copy of the request form to:

Anna Richter

E-Mail: [anna.richter@wtcsystem.edu](mailto:anna.richter@wtcsystem.edu)

Phone: (608) 267-2485

**1 = The Grant Revenue Estimate must be equal to or higher than the Course Fee Revenue Estimate for the grant to qualify for the fee exemption.**

\* = Est Course Fee Revenue is derived by multiplying the total number of credits for each grant related course by the applicable Program Fee and Material Fee rate for the course and summing the total fee revenue. Note: For courses with Material Fee Category 00, the Material Fee is per enrollment rather than the number of credits.

\*\* = Est Grant Revenue is the total budgeted grant revenue.