

Fee Adjustment Request Form
UCA Student Center & Ida Waldran Auditorium

Fee Adjustment requests must be submitted at least six (6) weeks prior to the date of the event. Requests made during the regular school year (August 15-April 30) will be routed through the Student Center Board, who will recommend approval or not for an adjustment and, if approved, an amount for the adjustment. The decision of the Student Center Board may be appealed to the President's Executive Council. The decision of the President's Executive Council is final.

Today's Date: _____

Event Name: _____

Sponsoring Organization: _____

Date(s) of Event: _____

Fee Adjustment Requested By (Name & Title): _____

Phone: _____ E-Mail: _____

Facility/Facilities Requested: _____

Number of Attendees Expected: _____ Age Range: _____

Of the above number, how many are UCA affiliated (UCA student, faculty or staff)? _____

Are the participants paying to attend? (Circle one) Yes No If yes, how much? _____

Does this event receive a grant of any type? (Circle one) Yes No

Justification for fee adjustment (add additional page(s) if needed):

Signature: _____ Date: _____

Return completed form to: Hank Phelps, SC 206 or email hankp@uca.edu or SCscheduling@uca.edu.