

**BUSINESS SERVICES – ACCOUNTING**

1250 Siskiyou Blvd, Ashland, Oregon 97520  
T 541-552-6065 | F 541-552-6573

Fiscal Year \_\_\_\_\_

**APPLICATION TO DELETE SPECIAL FEE**

This form must have the appropriate Director’s signature and be submitted to your Accountant by **February 24, 2021**. The deleted fees will be effective Summer Term 2021.

**Date of Application:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Course Prefix, Number, and Title:** \_\_\_\_\_ **<Or>**

**Title for Non-Academic Fee:** \_\_\_\_\_

**Index Code:** \_\_\_\_\_ **Detail Code:** F \_\_\_\_\_ **<Or>** N \_\_\_\_\_

**Reason for request to delete fee:**

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**Contact information:**

**Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Signatures**

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accountant Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you would like guidance in completing the form correctly, your Accountant has been trained to help you with this process. Special Fees forms are due to your Accountant by **February 24, 2021**.