



Fee Authorization Request – Standard

To Be Completed by Project

Last Name: _____ First Name: _____ Middle Name: _____

SDSU Red ID Number: _____

The person above is permitted to register for the following semester without immediate payment of fees:

☐ Fall, year: _____

☐ Spring, year: _____

Fees are deferred for the following reason: _____

Fellowship/Traineeship Project Title: _____

Identify fees to be covered:

☐ Registration ☐ Parking ☐ Other: _____

Fees not to exceed: \$ _____

Enter fees to be charged to the following accounting distributions in the table below:

Fund	Org	Account	Percent	OR \$ Amount

Authorization: I hereby certify that receipt of this deferred fee payment is in no way contingent upon teaching, research, or any other service performed by the recipient.

Project Director Signature: _____

Print First and Last Name: _____ Department: _____

Telephone Number: _____

To Be Completed by SDSURF

SDSURF Administration Signature: _____

To Be Completed by Student

In consideration of the privilege of registering without payment of the required fees, I promise to pay San Diego State University, on demand, the amount of the fee(s) if, for any reason, the purpose upon which this deferment granted should be denied, or the sponsor upon whose commitment this deferment is granted should not pay.

I hereby certify that receipt of this deferred fee payment is in no way contingent upon teaching, research, or any other service to be performed by myself as the recipient of this fee authorization.

Student Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Telephone Number: _____

Student - Important

Present form with original signatures to university cashier when registering

Make copy for your records

(See Fee Authorization Instructions on page 2)

Fee Authorization Instructions

Project Director:

Step 1: The Project Director must complete all information requested in the section titled "To Be Completed by Project." Please note that the Project Director must provide SDSU Research Foundation fund and account code numbers and authorize the expenditure of funds by signing this form. The Project Director then forwards the original to the SDSU Research Foundation Sponsored Research Administrator.

Foundation:

Step 2: The SDSU Research Foundation SR Administrator must review and then sign the Fee Authorization Request form in the section titled "To Be Completed by Foundation." The SR Administrator should retain a copy of this form for the project file. The SR Administrator then forwards the original back to the Project Director.

Note: Any change to the amount of the Fee Authorization Request form must be approved by the Project Director and the SDSU Research Foundation SR Administrator prior to presenting to the University Cashier.

Project Director:

Step 3: The Project Director reviews the Fee Authorization Request form with the student.

Student:

Step 4: The student must sign the certification statement in the section titled "To Be Completed by Student." The student takes the original signed Fee Authorization Request form to the University Cashier when registering for classes. The student may retain the copy of this form for his or her records.

SDSU Accounting Office:

Step 5: Upon receipt of the original completed Fee Authorization Request form, the Cashier will allow the student to register for classes.

Step 6: The SDSU Accounting Office retains a copy of the form for interoffice records. The Accounting Office is responsible for invoicing SDSU Research Foundation for payment of registration fees. The original Fee Authorization Request form must be attached to each invoice document.