

CONFIDENTIAL



REQUEST FOR WAIVER OF FEE

Colorado State University Extension for Southeast Area
Is Offering a Course/Program on or Participation in

_____ \$ _____
(Name of Course, Program or Participation) Cost

at: _____ Date: _____ Time: _____
(Location)

I would benefit by attending this program activity, but find myself in the following situation that leads me to request a fee adjustment:

- _____ Low Family Income
- _____ Being Unemployed
- _____ Receiving Public Assistance

Therefore, I am requesting you to consider allowing me to attend by paying:

- _____ 1/2 of total cost, or \$ _____
- _____ Cost of materials: \$ _____
- _____ No Fee

I realize that Colorado State University Extension is non-profit, and charges fees to cover instructors, materials, and other program costs.

Please notify me at the following address regarding your decision on my request:

Name _____ Telephone _____

Address _____

Signature

FOR OFFICE USE ONLY

Date of Application Received: _____

Application Approved by: _____ Date _____

Extension Agent

_____ Date _____

Area Director

Date Applicant Notified _____

PROCEDURES FOR WAIVER OF FEES

The Southeast Area Extension understands the financial burden that the new increases in county fees may cause people. No individual will be denied access to Southeast Area Extension programs based on their ability to pay program fees. A Waiver of Fee form may be requested from the Extension Offices.

This Waiver of Fee form needs to be completed and returned to the Extension office for processing. All Waiver of Fee forms will be held in confidence to the extent allowed by law, we will keep private all forms.

Procedure for Waiver of Fee Forms

1. Applicants must request the Waiver of Fee form from any of the seven Southeast Area County Extension Offices.
2. Applicants must complete the form and return it to the Extension Office.
3. Applications will be reviewed and approved by the Extension Agent and Area Director.
4. Applicants will be notified promptly after their approval.