

# Special Pricing - New Request Approval Form

Academic Year: \_\_\_\_\_

Term: \_\_\_\_\_

Submission Date: \_\_\_\_\_

This form is used to request approval for New special pricing by class. Please complete this form, scan and email to [specialpricing@miami.edu](mailto:specialpricing@miami.edu) using your UM email account. A notification will be sent to the requestor once the request is approved.

**Note:** If one of the fields is not relevant to your class please input N/A.

Special Pricing by Class - Tuition			
Budget Unit: _____	Contact Person: _____		
Career <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Non-Degree <input type="checkbox"/> Law <input type="checkbox"/>			
Program Start Date: _____			
Course ID: _____	Course Description: _____		
Course Component: _____	Catalog Number: _____		
Subject Area: _____	Class Section: _____		
Session: _____	Study Agreement Description (If Any): _____		
Study Agreement Code (If Any): _____			
Item Type: _____			
Driver Worktag: _____	Flat Rate: _____		
Rev/Spend Category: _____	Per Credit Rate: _____		
	Per Credit Rate Between: _____	and	_____
Justification:			

Special Pricing by Class - Additional Fees			
For New Admit Students: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Non Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Driver Worktag: _____	Fee Description: _____		
Rev/Spend Category: _____	Flat Rate: _____		
	Per Credit Rate: _____		
Justification:			

Additional Comments:

Approval Signatures Below:

\_\_\_\_\_  
Business Officer

\_\_\_\_\_  
Office of Financial Planning and Analysis

\_\_\_\_\_  
Date