Youngstown State University
First Day Ready Book Fee Request

Department/Org: _________________________________________________

Requested by: _________________________________________________

Date of Request: __________________________

Term in which the fee is to be added to course: _____________

Check One:   New Fee ☐  Modification ☐  Renewal ☐

CRN’s (book fee must be applied to all CRN, within the Term requested, offerings in the section):
_________________________________________________________________

_________________________________________________________________

Fee charged per student: __________________________

Required Signature Approvals:

1) Dept Chair: __________________________   Date __________

2) Dept. Dean: ___________________________   Date __________

3) Provost: ____________________________   Date __________

4) B&N College Bookstore Manager _________________________   Date __________

5) Bursar: _____________________________   Date __________

The fee must be applied to the course prior to the first day of registration. Any request to add a
First Day Ready Book charge to a course after the start of the first day of registration for the term
must have the approval of the Registrar.

Registrar ___________________________   Date __________

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Bursar Use Only

Fee Name: ___________________________   Detail Code: _______________________