

Student Technology Fee - Special Funding Request Form

Note:

*Incomplete submissions may not be considered

* All fields are required.

Contact Information

Title:

First Name:

Last Name:

Email Address:

Mail Drop #:

Department Contact Information

Department Name:

Department Head:

Email Address:

- (1) What will this request provide for students?
 - a. Please explain what this will do and how it will work.

- (2) Describe how this would benefit students:
 - a. Please explain how this will benefit students at KSU and their careers.

- (3) How many students will this affect?
 - a. Please provide a best guess (count) on how many students would benefit from this request.

- (4) Is this a one-time expense or an on-going expense?
 - a. Please indicate if this request will only be an initial purchase (one-time) or will it result in expenses occurring over multiple years (recurring). Provide details in the tables below for actual expenses.

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- (5) When would you want this available?
 - a. If approved, please provide an explanation of when you would want this in place.

Funding

Initial Purchase:

| Description | Unit Cost | Qty | Total Cost |
|-------------|-----------|-----|------------|
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| Total | | | |

General Comments:

Student Technology Fee - Special Funding Request Form

Submit this form to the chair of the Student Technology Fee Advisory Committee (stf@kennesaw.edu) for consideration.

If the Chair and CIO determine that the request meets the Board of Regents Technology Fee Guidelines and the request contains all the required information, they will add the request to the committee's agenda at the committee's convenience. The request originator will be notified of the agenda placement and may be asked to present the request in front of the committee.

Meeting the above criteria does not ensure a successful request. At the committee meeting where the request is presented, the committee will vote on the request. The committee can, at that time, suggest changes to the request, approve the request as is, or deny the request. Any changes the committee makes will be presented back to the originator for their approval before proceeding. Any decisions by the committee will be conveyed in writing to the originator along with the STFAC Special Request Funding form, if approved.