### SPECIAL INSTITUTE REQUEST FORM

**Indiana University**
**College Arts & Sciences**
**Summer 2015**

<table>
<thead>
<tr>
<th>Offered:</th>
<th>1st 8 Weeks 2015___</th>
<th>2nd 8 Weeks 2015___</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st 6 Weeks 2015___</td>
<td>2nd 6 Weeks 2015___</td>
</tr>
<tr>
<td></td>
<td>1st 4 Weeks 2015___</td>
<td>2nd 4 Weeks 2015___</td>
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<tr>
<td></td>
<td>3rd 4 Weeks 2015___</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT:**

**STUDENT INFORMATION**

- **Name:**
- **University ID:**
  - Resident [ ]
  - Non-Res [ ]
- **I.U Student** - [ ] *Yes [ ] No*
  - Degree Seeking - [ ] *Yes [ ] No*
  - *If Yes Indicate Student Major and/or Dual Major below:

**MAJOR AND/OR DUAL MAJOR:**

**COURSE INFORMATION**

- **Course Title:**
- **Course Number:**
- **Section Number:**
- **Credit Hours:**

**FEE REQUEST—MUST CHECK ONLY ONE**

**GRADUATE**

- [ ] Remit: Reduces fees from non-resident to resident rate

**IF REQUESTING THE FOLLOWING, PRIOR DEAN’S OFFICE APPROVAL IS REQUIRED**

- [ ] Remit: 100% of tuition only
- [ ] Remit: 100% Tuition and full fees (mandatory and course-related)
- [ ] Remit: College tuition rate

**UNDERGRADUATE**

- [ ] Remit: Reduces fees from non-resident to resident rate

**Signature of Department Head/ Director**

**Date:**

**Contact:**

**Phone:**

**Comments:**

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**PLEASE SUBMIT TO:**

**Janet Laughlin**
**College of Arts & Sciences Budget Office**
**Owen Hall 201E**
**856-0728**