

## FEE-BASED INSTRUCTOR CLASS PROPOSAL

<b>Submission Date</b>			
<b>Instructor's Name</b>			
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Class Title</b>			
<b>Target Population</b>			
<b>Course Outline</b> (Catalog description)			
<b>Detailed Syllabus</b>			

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<b>Student Prerequisites</b>						
<b>Total no. of hours</b>		<b>Hrs per session</b>		<b>Sessions per week</b>		<b>Total no. of weeks</b>
<b>Day &amp; Time preference</b>			<b>Min/Max Class Size</b>			
<b>Session</b> (Circle as appropriate)	First available	Spring	Summer	Fall	Winter	All
<b>Room Resources required</b>						
<b>Materials Required and estimated cost</b>						
<b>Requested Instructor Fee (hourly rate based on enrollment)</b>						
<b>To be completed by VACE Admin</b>	#1	#2	#3	#4	#5	
	Reviewed				Date	
Approved				Date		