NPS Fee Waiver Request Form

From: President, Naval Postgraduate School
Date: 
To: Chairman, Department of
Via: Dean, School of
Provost, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES

Ref: (a) NAVPGSCOLINST 11011.2K
Encl: (1) Licensing Fee Summary Sheet

1. Pursuant to reference (a), request that licensing fees shown in enclosure (1) be waived for subject conference, based on waiver criteria # (per ref (c)) and the following justification:

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Name of Conference

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Signature

FIRST ENDORSEMENT

From: Chairman, Department of
To: President, Naval Postgraduate School
Via: Dean, School of
Provost, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES

1. Recommend approval / disapproval (circle one) of subject request.

Signature

SECOND ENDORSEMENT

From: Dean, School of
To: President, Naval Postgraduate School
Via: Provost, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES

1. Recommend approval / disapproval (circle one) of subject request.

Signature

Updated: 9/7/06
THIRD ENDORSEMENT

From: Provost, Naval Postgraduate School
To: President, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES

Name of Conference

1. Recommend approval / disapproval (circle one) of subject request.

Signature

From: President, Naval Postgraduate School
To: Name of Requestor

SUBJ WAIVER OF CONFERENCE LICENSING FEES

Name of Conference

1. Approved.
   a. No fees will be charged for “fair-market” rental and:
      □ All costs for utilities and NPS services will be borne by NPS
      □ Pro-rated costs for utilities and services shall be reimbursed by the requestor
   b. Subject fees to be borne by:
      □ Public Works Department
      □ Information Technology and Computers
      □ Morale, Welfare, and Recreation
      □ Office of the Registrar
      □ Base Security

2. Disapproved. Subject fees to be borne by:
   □ Department of
   □ School of
   □ Requestor

3. This waiver does not include fees for services provided through MWR that are arranged directly between MWR and the requestor.

Daniel P. Oliver VADM (Ret)
President, Naval Postgraduate School

Copy to: Provost
Dean , School of
Chairman , Department of
Department to bear fees (as indicated in paragraph 1b)

Updated: 9/7/06