

From:

Date:

To: President, Naval Postgraduate School

Via: Chairman, Department of
Dean, School of
Provost, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES _____
Name of Conference

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:

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 _____
Name of Conference

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 _____
Name of Conference

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

Signature

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)