

From:
To: Superintendent, 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: Superintendent, 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: Superintendent, 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: Superintendent, Naval Postgraduate School

SUBJ WAIVER OF CONFERENCE LICENSING FEES _____
Name of Conference

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

Signature

From: Superintendent, 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.

D. R. ELLISON

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