

PROCEDURE

Effective Date: November 25, 2019

Approved By: Vice President, Academic Affairs

Authority: POL-U1400.03

See Also:	PRO-U1400.03 Establishing and Changing Course and Lab Fees PRO-U1400.03A Establishing a Course or Lab Fee or Changing the Amount or Purpose of an Existing Course or Lab Fee, Fixed or Variable PRO-U1400.03C Collecting Revenue for Variable Course and Lab Fees POL-U1400.04 Administering and Spending Course and Lab Fees POL-U1400.05 Establishing or Changing the Amount or Purpose of a Service Fee PRO-U1400.05A Establishing or Changing the Amount or Purpose of a Service Fee
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PRO – U1400.03B COLLECTING REVENUE FOR FIXED COURSE AND LAB FEES

ACTION BY:	ACTION:
Academic Department	1. Enters correct fee amount when setting up the course in Banner.
Registrar	2. Verifies that fee is approved and is within the authorized fee amount.
Student	3. Pays the Student Business Office.
Student Business Office	4. Credits the student's account and debits the Academic Department's Course and Lab Fee fund.
Provost	5. Considers revisions to this procedure and amends it as necessary and with concurrence of the vice presidents of Enrollment and Student Services and Business and Financial Affairs.