

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-U1400.03B	Collecting Revenue for Fixed 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

PRO – U1400.03C COLLECTING REVENUE FOR VARIABLE COURSE AND LAB FEES

Important Note: If the Instructor is able to determine a set fee amount for a variable course fee before early registration, the Instructor/Department Manager may enter the fee amount for each course into Banner and the student(s) will be automatically billed in accordance with PRO-U1400.03B (Collecting Revenue for Fixed Course and Lab Fees).

ACTION BY:**ACTION:**

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| Instructor/Department Manager | 1. Provides each student in the course with documentation that shows the variable fee amount and the appropriate accounting and activity codes. |
| | 2. Notifies the student that the fee must be paid at the Student Business Office and that proof of payment is required prior to issuing final grades. |
| | 3. Advises the student that no variable fee payment may be made directly to the instructor. |
| Student | 4. Takes coded document provided by the course instructor/department manager to the Student Business Office in order to pay the variable fee. |
| Student Business Office | 5. Verifies that the fee is authorized and the amount is within the approved limit. |
| | 6. Processes the student's payment and provides a receipt for payment of the variable fee. |
| Student | 7. Presents the variable course fee payment receipt to the course instructor. |
| Instructor/Department Manager | 8. Maintains a list of students enrolled in the course and uses that list to track student payments. |

PROCEDURE

ACTION BY:

ACTION:

Provost

9. Withholds final grades for the course until the student has paid the variable fee in full.
10. 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.