

## Instructions for Form 100 (LAC Course Specific Fee Request)

### General Information

This form should be used to request a New fee, Modify an existing fee, Move an existing fee to an equivalent course number, or to Drop an existing course specific fee.

Requests for New, Modify, or Move of fees are due to the Associate Provost for Academic Program's (APAP) Office in accordance with the Provost's planning calendar. Requests to Drop fees may be forwarded at any time.

### Completing the Form

1. Indicate whether the request is for a new fee (Add), a modification of existing fee (Modify), a move of existing fee to equivalent course number (Move), or to Drop an existing fee by selecting the appropriate radio button.
2. Type the name of the College responsible for revenues and expenditures of the course specific fee. If the course is cross-appointed, one College must be designated as the responsible area for management of fiscal accounting of the fee revenues and expenditures.
3. Type the Course Prefix and Course Number.
  - Previous Course # (Move) - If an existing fee is being Moved to an equivalent course, type the previous course's prefix and number.
  - Cross-listed Courses (if applicable) - If course is cross-listed with another course, type the course's prefix and number.
4. Type the Course Title as indicated in the catalog(s).
5. Type the course specific fee title (ex. CHEM 120 Lab Fee, AD 120 Studio Fee, etc.). This is what will appear on the students' Bursar bill as a description of the charge.
6. For fee Modifications and Moves: Type the current fee amount and effective date of the current fee. For Adding a fee, this should remain blank.
7. Type the proposed (requested) fee amount. For fee Moves, type the current fee amount (*no fee modifications may be requested if an existing fee is being moved to an equivalent course number*). Select the appropriate radio button to indicate whether the fee should be charged per course registration **OR** per the number of credit hours registered, **AND** then select the appropriate radio button to indicate whether the fee should be billed by the Bursar **OR** Manually billed (through the Bursar as assessed by the program – manual billing must be pre-approved).
8. Account information:
  - Each course specific fee must designate a revenue budget purpose (BP) number and expenditure budget purpose (BP) number. If a new revenue and/or expenditure budget purpose number is needed, please attach a "Request for New Budget Purpose" form for each new Budget Purpose needed.

- If the college or school wants the ability to track revenue by course, a unique Department Activity 1 Code may be established for each course fee (or category of fee, as designated by the college/school). The Department Activity 1 Code is assigned by Accounting Services. If the request is to Modify, Move, or Drop an existing fee, please refer to your most recent approved copy of the *Form 100: LAC Course Specific Fee Request*. If the request is for a New fee, you may leave this field blank as it will be determined by Accounting Services.
- Each course specific fee must also designate a Revenue Object Code. If the request is to Modify, Move, or Drop an existing fee, please refer to your most recent approved copy of the *Form 100: LAC Course Specific Fee Request*. If the request is for a New fee, you may leave this field blank as it will be completed by the APAP Office.
- Bursar billed fees must be assigned a Banner Detail Code by the Bursar's Office. The Banner Detail Code points to a unique Revenue BP/Department Activity 1 Code combination. If the request is to Modify, Move, or Drop an existing fee, please refer to your most recent approved copy of the *Form 100: LAC Course Specific Fee Request*. If the request is for a New fee, you may leave this field blank as it will be determined by the Bursar's Office.
- *The Form 100: LAC Course Specific Fee Request and Request for New Budget Purpose form(s)* will be forwarded by the APAP Office to the appropriate departments as necessary. (Approved fees requiring new Budget Purpose Numbers and/or Department Activity 1 Codes will be forwarded to Accounting Services by way of the APAP Office; and approved fees requiring new Banner Codes will be forwarded to the Bursar's Office by way of the APAP Office.)

9. Type the desired addendum to the existing catalog description regarding the Course Specific Fee ONLY (ex: Lab fee \$x.xx; Field Trip Fee \$x.xx; Laboratory Supplies/Field Trip Fee \$x.xx). The Course Specific Fee addendum will appear immediately after the Course Description in the catalog(s). Any course description changes not related to the course fee must be submitted separately on a *Form 90 Course Description* form.

10. Each fee request must include all approval signatures, to include Unit Officer (School Chair), College Dean, Graduate School Dean (if course is 400-level or above and for graduate credit). Please include email and phone number when signing. The APAP will review for approval recommendation and further processing.

Second Page. If the request is for a new fee (Add), modification of existing fee (Modify), or move of existing fee to equivalent course number (Move), page 2 must be completed. A response to 1-7 should be provided in the justification.

### **Misc. Information**

Any proposed course fee in the amount of \$200+ requires Board of Trustees approval.

The Office of the Bursar will initial and date when their processing is complete. The form will then be forwarded to Transfer Student Services.

The Transfer Student Services office will update the master course file, course detail (SCADETL), and index a copy of the form in Banner. The original file will be maintained by Transfer Student Services. The effective date of approved fees is designated by Transfer Student Services.