

Special Priced Courses & Lab Fees Request Approval Form

Request to [] Add / [] Change / [] Delete a special fee

Departments and Campuses will use this form to: request lab fees or specially priced courses and make changes to existing specially priced courses/lab fees, or delete existing specially priced courses/lab fees. This form is required each semester.

A course fee cannot be entered nor requested until the course has been entered in the Dynamic Class Schedule.

Prohibited Transactions: Instructors are not to collect money directly from students and then purchase items needed for academic classes. Likewise, instructors are not to purchase items and then sell them to students. Such practices violate University cash handling and purchasing policies.

Deadlines: Special priced courses and lab fees are required prior to the fee assessment deadline for the applicable semester. Please submit your request on or by the dates listed below to meet the billing deadlines for each semester.

SPRING 2025: OCTOBER 21st SUMMER 2025: MARCH 13th **FALL 2024: JUNE 20th**

Campuses:

If your campus has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit your list with the new courses only, to the Bursar's Office immediately after the course or section is created. Fee requests should not be submitted after the fee payment deadline or the first day of class without written campus acknowledgment that the request is a late addition and students are appropriately notified.

Departments:

If your department has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit your list with the new courses only, to the Bursar's Office immediately after the course or section is created. Any fee requests submitted after the fee payment deadline and the first day of classes will require approval. A Memo from the Department Head/Business Manager addressed to the University Bursar for UofSC Columbia will be required. The request should acknowledge that the request is a late addition and how the students will be notified. The request may also be reviewed by the Provost and Chief Financial Officer and may not be billed for that term.

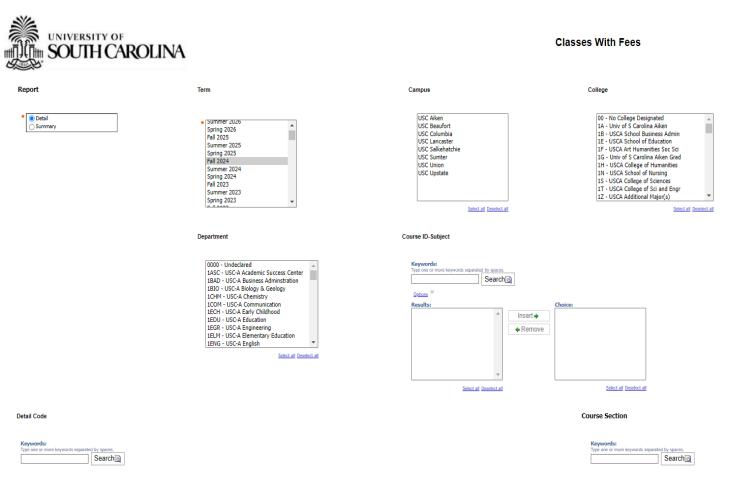
Contact Information: Enter the name, telephone number and email address of an individual that can answer questions regarding your request.

Name:	
Telephone:	Email Address:
Department or Campus:	

REVIEWING FEES

Reviewing The Lab Fees Or Special Prices Associated With Your Course(s):

When all the fees have been loaded into BANNER, the Bursar's Office will send you an email notification. Once you receive this notification, please review your fees by using the <u>Classes With Fees</u> Report located in Data Warehouse. This report will list the fees associated with a particular course or group of courses. You can run this report by Campus, College, Department, Detail Code or a specific course. Be sure to check each Section requested. If you do not have access to Data Warehouse, please go to https://www.sc.edu/daps/ and follow the instructions. Please make sure to allow enough time to gain this access and meet the deadlines.



Bursar's Office use only:			
Date Received:		-	
Date Fee(s) Entered:	Ву:		
Date Confirmation Returned to Department of	or Campus: _		