

**UNIVERSITY OF SOUTH CAROLINA  
OFFICE OF THE BURSAR  
SPECIAL COURSE FEE REQUEST APPROVAL FORM**

REQUESTING A SPECIAL FEE – NEW [ ] CHANGE [ ]

University personnel are to use this procedure to request new special course fees, changes in special existing fees, or delete special existing fees. Special fees must be requested each semester.

**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 fees are requested prior to the fee calculation deadline for the applicable semester. Submit the Special Course Fee Request to University Bursar prior to the following dates in order to meet the billing deadline.

FALL – June 1	SPRING – September 30	MAY/ SUMMER – March 1
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If a request for special fees is received after the required fee calculation deadline, the request must be approved by the Vice President for Business and Finance. Note: If approval is granted to add the special fee and the fee payment deadline has passed, it will be the responsibility of the requesting department to notify the students involved. The department must make arrangements with the student for paying the requested fee in the manner approved by the Bursar. Please check with the Bursar for the schedule of fee calculation dates.

**CONTACT NAME/TELEPHONE/EMAIL:**

Enter the name, telephone number, and email address of an individual that can answer questions regarding this special course fee request.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Department requesting fee: \_\_\_\_\_

A special course fee cannot be entered nor requested until the course has been entered in the Master Class Schedule. If you add a new section after this request is submitted, you must submit a new request for the section added.

**Fee Amount:** Enter the requested amount to be charged each student for the special fee:

**Lab Fee:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

Course Name/Number	Section	Session	Lab Fee Amount	Term Dept/Fund Account Number
EX: MATH E101C	001	C002	\$50.00	12550 A944

**Special Course Pricing:**

**Semester:** \_\_\_\_\_

Course Name/Number	Section	Session	Per Hr/Flat Amount	Term Dept/Fund Account Number
EX: HIST J101	001	C002	\$467.00 Per Hr.	62030 A904
EX: EDEU R273	658	R002	\$0.00 Flat Fee	15400 A904

**Special Fee Class:**

**Semester:** \_\_\_\_\_

SSN	Student Last, First Name	Requested Fee Class	Fee Class Description
EX: XXX-XX-1234	Doe, Jane	01452011	Graduate Assistant

**CHECKING YOUR FEES FOR ACCURACY! CHECK EACH SECTION REQUESTED!**

Please check your fees by using the computer program SISLOOK AND FEESLOOK. All checking and auditing of your fees must be done prior to the fee calculation date each term. VCM reports are available to review fees. Permission to use these programs is granted by the Bursar.

**CHANGE/DELETION:** A revision, added sections, change to special course fee amount or deletion of a special course fee requires a **change request** using the Special Course Fee Request form.

**University approval:** I certify that this special fee requested has been approved by the University Administration:

**NOTE: PLEASE RETURN FORM VIA FAX 803.576.6265 OR EMAIL KRISTIEP@MAILBOX.SC.EDU**

\_\_\_\_\_  
Department Head/Business Manager

\_\_\_\_\_  
Date Submitted to Bursar

<p><b>SPECIAL PERMISSION APPROVAL FOR BILLING STUDENTS THIS SPECIAL FEE <u>AFTER</u> THE FEE CALCULATION OCCURRED:</b></p> <p>Requested by: Dean _____ Date _____</p> <p>Approved by Vice President for Business Affairs: _____ Date: _____</p>
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<p style="text-align: center;"><b>For Bursar's Office use only:</b></p> <p>Date received: _____</p> <p>Date special fee entered _____ By: _____</p> <p>Date confirmation returned to department: _____</p>
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