

NUMBER: BUSF 4.00
SECTION: Business and Finance

SUBJECT: Academic Fees and Expenses

DATE: November 1, 2006

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Financial Services

I. Policy

- A. The Board of Trustees or an appropriate official of the university must approve all charges, fee waivers, fines, deposits and expenses.
- B. No department is authorized to levy or exempt any fees at the University without the approval of the Vice President for Business and Finance or to collect any fees without the approval of the Director of Financial Services/Bursar. The Director of Financial Services/Bursar must approve procedures for the collection of fees.
- C. All charges are due on the date that they are incurred or the due date indicated on the ticket, invoice or statement.
- D. A complete listing of fees and expenses is available electronically on the Internet from the University's home page (refer to student information). Fee and expense information is also contained in the University's Undergraduate Bulletin, or can be obtained from the Office of Financial Services.

II. Procedure

- A. All requests for establishing, collecting or exempting fees must be submitted in writing through the Director of Financial Services/Bursar to the Vice President for Business and Finance for approval.
- B. Students must pay academic fees according to their residency status.
- C. Any student who fails to pay all required registration fees on or before the last date to change a course schedule (as indicated in the university calendar) will be dropped from class rolls.

- D. Any student who fails to relieve any other indebtedness to the university or to any of its auxiliary agencies on the date such obligations become due may not be permitted to remain in university residence halls or be issued a transcript, diploma or degree.
1. If a check or credit card given in payment of academic and other fees is not paid upon presentation to the bank on which it is drawn, the student must pay a late payment fee per day beginning with the first day of classes plus a service charge.
 2. If the student fails to pay the total amount of the returned check or denied credit card, plus the additional charges (by cash or cashier's check) within ten (10) working days, the university has the right to issue a warrant for the total amount, including other costs, and may not allow the student to re-enter the university, secure a transcript of records, receive a diploma or a grade report until the total amount has been paid.
- E. Checks and credit cards for the exact amount of the total charges, including any bank charges assessed for the processing of checks and credit cards electronically, should be made payable to the University of South Carolina. All credit card processing must adhere to the University of South Carolina Credit Card Policy and the Cardholder Information Security Program (CISP). These requirements are for all credit card transactions.

III. Reason for Latest Revision

To allow for a separate on-line schedule of Academic Fee and Expense information to provide broad access to, and more timely updates of, *the University's Academic Fee and Expense information* and to comply with the Cardholder Information Security Program (CISP).

Send Comments to [Joe Taylor](#)