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.

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.

| FALL 2019-JUNE 7TH | SPRING 2020-OCTOBER 18TH | SUMMER 2020-MARCH 9TH |

Campuses:

If your campus has additional courses or sections that are added after your initial submission to the Bursar’s Office, please submit an updated list 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 an updated list 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 USC Columbia will be required. The request should acknowledge that the request is a late addition and how the students will be notified. The request will 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: ________________________________________________

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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 Classes With Fees 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.

I confirm that the fee(s) requested by my department or campus has been approved by the University Administration:

______________________________________________________________
Department Head/ Business Manager/Bursar                     Date

Bursar’s Office use only:

Date Received: _____________________________________________
Date Fee(s) Entered: ___________________________ By: ___________________________
Date Confirmation Returned to Department or Campus: _____________________________