

MEMO

To: Lab/Supply Contact
From: Bursar's Office
Date: December 9, 2009
Re: **Lab/Supply Fees 2010-2011**

Attached you will find a list of lab/supply fees that are currently being charged for your department. Please review this list carefully to ensure that the fee assessments are correct. All new fees, fee increases and/or decreases must be submitted to the Office of the Vice President for Instruction for approval by February 1st, 2010. **Please return the enclosed list to the Bursar's Office to confirm that you have reviewed the lab/supply fees for the upcoming fiscal year by January 15th, 2010.**

Please be aware the following changes that have been made effective for the 2011 fiscal year:

- Any new fee, fee increase and/or decrease request received by the Office of the Vice President for Instruction after February 1st, 2010 will not be considered for FY11 and will be processed as FY12 changes.
- All fees have been rounded to the next dollar by the Bursar's Office (you do not need to submit an increase request for this process, all rounding will be completed by the Bursar's Office).

A list of reminders and tips are provided to assist you with this process:

- Only those fees approved by the Vice President for Instruction and provided to the Bursar's Office will be updated to the Registration System.
- If a new Lab/Supply fee is required, please access the Bursar's Office website (www.bursar.uga.edu), click on the link located under the heading "Faculty/Staff Sites" and select the option of "New Application for Lab/Supply Fee" to access the application form.
- If a change to an existing Lab/Supply fee needs to be implemented, please access the Bursar's Office website (www.bursar.uga.edu), click on the link located under the heading "Faculty/Staff Sites" and select the option of "Increase/Decrease for Existing Lab/Supply Fee" to access the application form.
- Per the policy, the fee assessment and collection transactions will be performed by the Student Account System. No department or instructor should collect lab/supply fees from students.
- A DH account is the appropriate account for revenue allocation.
- All DH revenue must be spent by June 30th of the appropriate fiscal year.
- List all course numbers requiring the fee. Include all split-level and cross-listed courses.
- Ask instructors to review the fee amount for their course(s) so they are aware of the fee.
- Since lab/supply fees are required for the course, they must be paid. A student's schedule is subject to cancellation if the fees are not paid by the 14th day of the semester.

If you have any questions, please contact Melissa LaValle-Parent, Nicole Burkhalter, or Amy Brown in the Bursar's Office 542-1625.