

Chapter: 3. Financial Management

3140: REGISTRATION FEE COLLECTIONS

PROCEDURE NUMBER: **3140**
PROCEDURE TITLE: **REGISTRATION FEE COLLECTIONS**
BASED ON POLICY: **I-30: TUITION FEES**
EFFECTIVE DATE: **September 15, 1969**
DATE OF LAST ISSUE:

I. PURPOSE:

To provide for an orderly and accurate collection of registration fees.

II. PROCEDURE:

- A. The Registrar or his representative informs the Bursar of the dates, hours, locations, and volume of all registrations requiring fee collection activities.
- B. The Bursar arranges for the necessary personnel, robbery insurance, security officers, armored truck pick-up service, furniture, signs, supplies, and other special arrangements.
- C. The Registrar, via the computer, informs each student of the fees he owes by presenting to him a "Student Class Schedule and Fee Receipt" and a "Fee Card".
 1. Each student submits these documents and the necessary funds to the Cashier, who receives the funds, validates the documents, and returns the validated receipt to the student. The student has completed his fee payment at this point.
 2. For students using any type of financial aid to pay registration fees, the Financial Aid Authorization Forms and/or the Charge Authorization Forms are processed and coded; from this information any balance of aid due to the student will be mailed to the student by check.

3. At off-campus registrations, the fees are usually assessed based on information from the Admissions and Registrars Departments, and paid to the Cashier prior to the production of the "Student Class Schedule and Fee Receipt" and the "Fee Card". When later produced these documents are matched with that particular registration.
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- D. The Bursar delivers the validated fee cards to the computer, just prior to regular registration for advance registrations, daily during regular registration, and weekly for post registration periods. It is partially from this information that the class rolls are prepared. The Paid Fee List generated by the Computer Center is balanced by the Bursar to the check-out log maintained in the Bursar's Office._

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