

Procedure for Approved Fee Collection by Academic Departments

Procedure date: December 15, 2005

Overview and Purpose

The University of Mary Washington (UMW) Policy B.9.2 'Establishing Student Fees and Charges', adopted by the Board of Visitors (BOV) and effective July 1, 2002, states that only those fees approved by the Board may be assessed and collected. Exceptions to this policy may be made on a one-time, emergency basis only if approved by the President of UMW, based upon the recommendation from the Office of the Provost. All tuition and mandatory fees are assessed and billed through the Office of Student Accounts. Other approved fees such as field trips, course specific supplies, etc. are paid directly to the Cashier by the student.

Additionally, non-assessed, voluntary fees for extra-curricular supplies or equipment, such as choir dresses, T-shirts, etc., may be authorized by the department chair as part of departmental operations.

The purpose of this procedure is to provide the established process to collect payment for both approved course related fees and other department authorized fees.

Scope

- Academic Departments
- Accounting Department
- Cashiers
- Financial Reporting
- Provost

Procedure Detail

The faculty member seeks and receives approval to collect fees per the policy noted above or from the department chair as appropriate.

The faculty member or Academic Department Office Manager provides the following to the Cashiers Office, located at the Student Services Center in Lee Hall:

- Written authorization from the department chair
- Class roster of students being charged the approved fee
- Professor's name and campus address
- Purpose of the fee
- Amount to be collected from each student
- BANNER FOAPAL to which the money should be deposited
- Deadline for payment

The professor provides each student with an instruction sheet outlining the purpose of the fee, the amount, and the deadline for payment. The instruction sheet is presented to the cashier, when payment is made, to insure accurate posting to the correct FOAPAL. The cashier:

- Enters the payment
 - Last Name
 - First Name
 - Event Description
 - Provides the student with a BANNER receipt

No payments are accepted after the established deadline.

The Departmental Office Manager accesses the detailed payment information, on BANNER, as payments are collected and the day after the deadline.

Creation and Approvals

This procedure is issued by the Finance Department and approved by Julie Smith, Associate Controller – Financial Reporting, 08/13/2013

Revision

0. Marta A. Smith, Director of Accounting, 2/15/2011
1. Marta A Smith, Director of Accounting, Sept 2012
2. Marta A Smith, Director of Accounting, July 2013