

FEE SCHEDULE & SERVICE CHARGES USER-GUIDE



Please enter your network username and password.

Username:

Password:

Login

Please enter your network username and password to access your account.

USERNAME:

PASSWORD:



Determining your network username & password:

1. Type the following address into your internet browser: <https://vip.sc.edu/>
2. Login and click the Technology link located on the left side.
3. Click the **SHOW ME** Network Username (Blackboard, University E-Mail, Dept. Networks), Password Reset button.
4. Your username is displayed in all bold caps.
5. Below the username, there is a place to enter your new password. For verification purposes, you must enter the same NEW password again.
6. Give the system 5 minutes to update and try to login again.

NOTE: *Helpful tips are provided in the tan box to assist you.*

? Click on the pencil, Campus or Section to view the charges or fees for each section.

After you have successfully logged in, the responsibility information is displayed.

BUDGET OFFICE

South Carolina's Flagship University

LOGOUT

Responsibility Listing

Check the box under the Manage header when ready to submit all charges and fees.
Click on the Charge or Fee links to make revisions.
Click on the New Charges & Fees to view or add new entries.

Resp	Department	Areas	Manage	Reviewed
14	University Technology Services	Academic Charges Service Charges Tuition Fees New Charges or Fees	<input type="checkbox"/>	<input type="checkbox"/>

USC LINKS:

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All existing charges are assigned in one of the four areas:

Academic, Administrative, Service, Tuition

All new charges are assigned to the New Charges or Fees area and upon approval, an area will be determined. In each section, click the area to propose a different charge.

Example of Responsibility Academic Charges

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South Carolina's Flagship University

RESPONSIBILITY LIST
ACADEMIC CHARGES
LOGOUT

Responsibility Code - 14 - Academic Charges

Click on the pencil by each record to make your revisions.
Click on the trashcan to delete a record.
Mouse over the Note and Additional Info icons to view the full Notes and Comments.

USC - COLUMBIA ACADEMIC DEPARTMENT FEES - DISTANCE EDUCATION

Back to Academic Charges >>

Description	Notes	Charge	Unit	Additional Info	Revised Charge	Revised Revenue	Difference	% Difference	Tasks
CORRESPONDENCE COURSE - COLLEGE - PER CREDIT HOUR		\$125.00	full-time		-	-	-	-	
CORRESPONDENCE COURSE - EXTENSION FEE		\$40.00	full-time		-	-	-	-	
CORRESPONDENCE COURSE - HIGH SCHOOL - EXTENSION FEE - PER COURSE		\$30.00	full-time		-	-	-	-	
CORRESPONDENCE COURSE - HIGH SCHOOL - PER HALF HOUR CREDIT		\$95.00	full-time		-	-	-	-	
CORRESPONDENCE COURSE - HIGH SCHOOL - TRANSFER FEE - PER COURSE		\$30.00	full-time		-	-	-	-	
CORRESPONDENCE COURSE - TRANSFER FEE		\$40.00	full-time		-	-	-	-	
PACE HIGH SCHOOL COURSES - PER COURSE		\$198.00	full-time		-	-	-	-	

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The comment icon under the Notes header shows all notes that apply to the specific charge. To view, place mouse pointer over the comment icon.



When additional information is provided for the charge, the comment  icon will appear. To view, place mouse pointer over the comment  icon.


After the percentage difference column, the status of the charge will be provided if reviewed.

- If approved, a  check mark will appear.
- If rejected, an  mark will appear.
- If more information is need, a  question mark will appear.



Click the pencil  icon to propose a different charge.

The  icon will appear red when you enter additional comments or notes for the proposed charge. To view, place mouse pointer over the comment  icon.

To delete a charge, click the  grey trash can. In the event, you delete a charge by mistake; click the  green trash can to restore the charge as active.

Once you click on the pencil  icon, the below screen will appear.

Example of Proposed Charge

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South Carolina's Flagship University

RESPONSIBILITY LIST

ACADEMIC CHARGES

LOGOUT

Responsibility Code - 14 - Academic Charges

 Please update your revised charge and revenue amount.
Enter a new description and unit if necessary.

USC - COLUMBIA ACADEMIC DEPARTMENT FEES - DISTANCE EDUCATION

Description:

CORRESPONDENCE COURSE - EXTENSION FEE

Current Charge:

\$40.00

Current Unit:

full-time

Revised Charge: *

Revised Revenue: *

Additional funds that will become available with this charge.

Revised Description:

Revised Unit:

Additional Comment:

Save









Clear Fields

Back >>

Please enter all appropriate proposed information and click the **Save** button. The required fields are identified by an asterisk.

After the proposed charge is saved, a summary will appear at the Area Level that captures the proposed charge, proposed revenue, difference in the proposed and current charge, and the percentage change.



Example of Proposed Charge at Area Level

Description	Notes	Charge	Unit	Additional Info	Revised Charge	Revised Revenue	Difference	% Difference	Tasks
CORRESPONDENCE COURSE - COLLEGE - PER CREDIT HOUR		\$125.00	full-time		-	-	-	-	  
CORRESPONDENCE COURSE - EXTENSION FEE		\$40.00	full-time		\$100.00	\$1,000.00	\$60.00	150.00%	  

To create a new charge, click the [New Charges or Fees](#) link.

Click the **Create New Charge or Fee** button. All questions are required and will need to be answered in order for it to be saved in the system.


Example of New Fee Questionnaire

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RESPONSIBILITY LIST
NEW CHARGES OR FEES
 LOGOUT

Responsibility Code - 14

 Please fill out the questions below.

Administrator
Requesting Fee:

Name: *

Phone: *

Email: *

Description: *

Type of Fee: *

- ☐ **Enhancement Fee** - One-time charge specific to college, major, and/or program.
☐ **Program Fee** - A student's program of study (primary major only) charges a fee on a semester basis.
☐ **Departmental Fee** - Applies to majors and non-majors. Specific course acronyms, i.e., ENGL or BIOL, initiate a charge to a student. Charge can be calculated per credit hour or a flat amount.
☐ **Lab/Equipment Fee** - Charge is course driven and applies in addition to any applicable program or department fees.
☐ **Service Fee** - Internal charges for goods and services provided by various units within the University.

NOTE: See BUSF 4.06 for established refund policies.

The proposed fee will affect what USC campus(s)? *

- ☐ Columbia
 ☐ Medical School
 ☐ Aiken
 ☐ Beaufort
 ☐ Upstate
 ☐ Lancaster
☐ Salkehatchie
 ☐ Sumter
 ☐ Union

The proposed fee will impact what type(s) of students? *

- ☐ Undergraduate
 ☐ Graduate
 ☐ In-State Resident
 ☐ Out-State Resident
☐ Fulltime
 ☐ Parttime
 ☐ Other:
☐ None

What is the dollar amount of the charge? *

Is the amount to be capped? * ☐ Yes ☐ No

If yes, please provide detail of capping amount.

What is the frequency of the charge? *

☐ Per Semester (Spring, Summer I, Summer II, Fall)

☐ Per Year

☐ Per Course Course and Section:

☐ One Time Only

☐ Other:

The proposed fee will benefit or generate revenue for what unit of the campus? *

Estimate the new revenue to be generated by the proposed fee. *

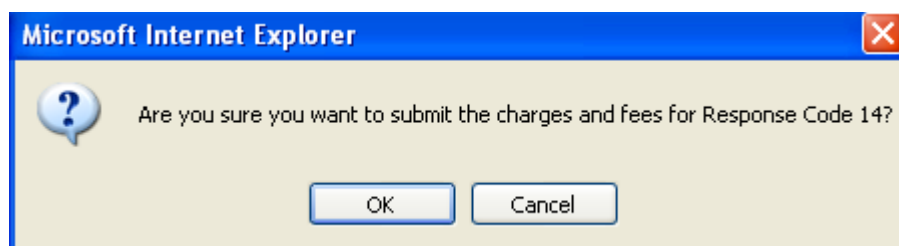
Annual: ☐ Semester: ☐

Provide justification for the proposed fee and your calculation of estimated new revenue. *



Save

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To submit your requests, click the checkbox under the Manage header.
You will receive a message to confirm your submission.



Once the requests are submitted successfully, your account is locked.



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South Carolina

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14	University Technology Services	Academic Charges Service Charges Tuition Fees Administrative Fees New Charges or Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>

After the Budget Office has reviewed the requests, you can see the status of each request.



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