

TUITION ADMINISTRATIVE DIVISION FINA Administration and Finance		POLICY NUMBER FINA <u>84.00 (formerly FINA 4.00)</u>
POLICY TITLE Tuition, Academic, and All Other Fees		
SCOPE OF POLICY USC System	DATE OF REVISION XXX	
RESPONSIBLE OFFICER <u>Executive</u> Vice President for <u>Administration and Finance</u> and Chief Financial Officer	ADMINISTRATIVE OFFICE University Finance - Bursar	

PURPOSE

~~This tuition, academic and all other fees~~ This policy governs the establishment of tuition, related fees, fee waivers, fines, deposits and any other fees. The University of South Carolina will follow policies and procedures consistent with the requirements of the State of South Carolina Code of Laws, Code of Regulations, governing agencies and University Policy.

DEFINITIONS AND ACRONYMS

POLICY STATEMENT

All students are required to review, understand, and adhere to university regulations, procedures, requirements, and deadlines as described in all official university publications pertaining to enrollment and associated financial responsibilities.

The Board of Trustees must approve all tuition and academic fees, fee waivers, and deposits through annual process managed by the University Budget Office. Other fees that are non-academic must be approved by an appropriate official of the university as outlined by related university policies listed in Section III.

Tuition and academic fees of the University are approved annually for all degree programs.

No department is authorized to levy or exempt any fees at the University without the approval of the ~~Executive Vice President~~ for Administration and Finance and Chief Financial Officer or to collect any fees without the approval of the Associate Vice President and University Bursar. The Associate Vice President and University Bursar must approve procedures for the collection of fees. (See Policy FINA ~~48~~.10).

Any office or department seeking to apply payments to a University issued account must likewise be approved by the Associate Vice President and University Bursar. The Associate Vice President and University Bursar must also approve the procedures for the collection of said payments.

All charges are due on the date that they are incurred, or the due date indicated on the bill, ticket, invoice or statement.

A complete listing of tuition and fees is available electronically on the University Bursar's website [and the University Budget Document](#). Tuition and Fees information is also contained in the University's Undergraduate Bulletin or can be obtained from the Bursar's office.

Students are assessed tuition and academic fees according to their residency status and program in which they are enrolled, and the degree(s) being pursued.

Students must officially register and pay for assessed tuition and fees before attending class, laboratory or clinic.

Any student who fails to pay all required registration fees on or before the last date to change a course schedule (as indicated in the university calendar) may be dropped from class rolls.

Any student who fails to relieve any other indebtedness to the university or to any of its auxiliary agencies on the date such obligations become due may not be permitted to remain in university residence halls or be issued a diploma or degree or be allowed to register for subsequent semesters.

PROCEDURES

- A. Budget Process: A request for fees is announced each year during the annual budget process by the [University Budget Office](#). All requests for establishing, collecting or exempting fees, [or rewording official description of assessment](#) must be submitted in writing ~~during this process~~. Requests for changes to the schedule of tuition and fees will be submitted through the Budget office to the [Executive Vice President and Chief Financial Officer](#) to the Board of Trustees for approval.
- B. The Tuition and Fee schedule, once approved by the Board of Trustees, will be posted on the University Bursar's website [and included in the official Budget Document](#).
- C. Each semester, ~~assessment~~[assessments](#) of tuition and fees will be posted to each student's account. It is the responsibility of the student to pay the assessed tuition and fees, and other charges on the account by the due date, or the date incurred, whichever is later.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

ACAF 3.50 [Academic Bulletins and Planning Calendar](#)

FINA 8.03 [Free Tuition and Reduction of Fees](#)

FINA 48.04 [Tuition Award Program](#)

FINA 84.05 [Law School Educational Fee Waiver](#)

~~FINA 4.03~~

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 1, 2006	Policy creation
April 14, 2016	To update policy in regard to the OneCarolina Project, departmental name changes, and reorganization.
<u>XXX</u>	<u>To update policy in regard to new federal transcript law and note that students are not allowed to register for classes if they have an outstanding balance. To update position titles.</u>