

**UNIVERSITY OF LOUISIANA SYSTEM
NOTIFICATION OF SERVICE CHARGE**

Louisiana Revised Statute 17:3351 allows the Board to establish fees to be paid by students, in accordance with Article VII, Section 2.1 of the Constitution of Louisiana. Board Bylaws, Section V.C.5 provides that the Board has the authority to determine the fees which shall be paid by students and maintain in the system office, as a public record available on request, a current schedule of such charges. Attorney General Opinion 06-0293 provides that charges assessed for the purpose of defraying the cost of providing a service not in the control of the university would be exempt from legislative review. Completion of this form documents that the assessment of this service charge covers only the cost of providing this nongovernmental product or service to university students.

University _____ Department _____

Course _____ Course Enrollment _____

Service Charge _____ Annual Collection _____

Service Charge to Begin _____ (Please submit 2 months in advance)

Statement of Need for Service Charge (attach documentation as necessary):

We certify that Documentation to Support the Cost of Items or Services to be purchased with this Service Charge is on file within the Business Office:

Contact Name _____ Phone # _____

Dean Signature _____ Date _____

Vice President Signature _____ Date _____

CFO Signature _____ Date _____

President Signature _____ Date _____

Send Completed Form to: **Edwin Litolff**
University of Louisiana System
1201 North Third St., Suite 7-300
Baton Rouge, Louisiana 70802

The University of Louisiana System Board is not authorized to increase fees that are considered to be a charge for the services of the governmental function (higher education) of the university. Mandatory Attendance Fees and charges assessed by the university for the purpose of defraying the cost of providing an educational service would be considered a fee subject to the approval of the Louisiana Legislature or the student body. Fees and charges for non-governmental functions and products which are not controlled by the university would be exempt from legislative review and approval, and should be documented through this process.

ULS Log Number **Date Received**