

Lab Fee Request

Purpose and Scope

This procedure outlines the method of physically and clerically handling and controlling the Account Receivables Lab Fee Requests between Business Affairs, the Registrar's Office and the requesting department.

Reference

None

*NOTE: All links for **supporting documents** are found at the end of this policy*

Procedure

Overview – Lab Fee Request Entry Form

Lab fees must be pre-approved according to the *Procedure Requesting to Add or Change Lab or Course Fees in the Banner Finance Fiscal Policy and Procedures User Guide*.

Budget Unit Heads must submit a **Lab Fee Request Entry Form** to the Registrar's Office along with class schedules for the upcoming semester/semesters within the time frame specified. The term the lab fee request is for must be listed at the top of the form. The **Lab Fee Request Entry Form** must be completed with course name, number, and sections as set up in Registrar's course term file. If all sections are to be charged, "all" can be indicated in the area for section. If the course is taught at different campus sites, it must be indicated that you want lab fees charged for each campus site.

For example:

All N	=	all Natchitoches
All L	=	all Leesville
All A	=	all Alexandria
All S	=	all Shreveport
All X	=	all Other Campuses
All I	=	all Internet Courses

If all sections are not to be charged, you must list each section separately:

01N section one	-	Natchitoches
03N section three	-	Natchitoches
61L section sixty-one	-	Leesville

If only the Natchitoches campus labs are to be charged, complete the form for only Natchitoches sections.

Labs not submitted each semester will not have a lab fee charged! The amount is listed in the column "Amount to be Assessed". This amount cannot exceed the "approved" amount according to the procedure for requesting to add or change Lab or Course Fees. The course title/description must be listed in the blocks provided. The request must be signed and dated by the Department Head.

The department retains a copy of the **Lab Fee Request Entry Form** for their files; and forwards a copy to the Registrar's and the Business Affairs - Student Accounting Section where the request will be reviewed and entered into the fee table.

Supporting Documents

[Lab Fee Request Entry Form](#)

NOTE: Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).