



The University of Georgia

Bursar's Office New Application for Lab/Supply Fee

School/College/Unit _____

Department _____

Program _____

Contact Information:

Name of person completing this form _____

Campus address _____

Campus Phone Number _____

E-mail address _____

In order to use this application, the lab or supply fee must meet the criteria established in the policy for Lab/Supply Fees. This policy is located at www.uga.edu/ovpi (click on Useful Information). A Lab/Supply Fee budget is also required. This form can be found at www.bursar.uga.edu (click on Lab and Supply Fee)

Requested amount to be charged per student \$ _____

List prefix, course numbers and course titles for all courses that will charge this fee:

	Course	Semester Offered	Location	Account Number *
<i>EXAMPLE</i>	<i>EXAM 1234</i>	<i>Spring</i>	<i>Athens</i>	<i>1000GN000000</i>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

** Please enter the account number the funds will be deposited into each time a charge is received into the Student Account System. This happens as the students register for the course. This account MUST be balanced with the reports received from the Bursar's Office each term.*

Individual Responsible for Reconciling Accounts Listed Above:

Name: _____ Phone: _____ E-mail: _____

**Bursar's Office
New Application for Lab/Supply Fee (continued)**

Description of why a lab/supply fee is necessary for this course(s):

Approval/Denial

Department Head _____ Date _____
Dean _____ Date _____
Vice President for Instruction _____ Date _____
Approved _____ Denied _____ Date _____

After consideration by the Vice President for Instruction, please provide a copy to the Bursar's Office.



The University of Georgia

**Bursar's Office
Lab/Supply Fee Budget**

School/College/Unit _____

Department _____

Program _____

Course(s): _____

Expected Enrollment: _____ Request Course Lab Fee: _____ Total Revenue: _____

Content/Supplies Needed	Cost
Total Cost	

Description (if necessary, attach a separate sheet)