



# The University of Georgia

## Bursar's Office Increase/Decrease for Existing 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](http://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](http://www.bursar.uga.edu) (click on Lab and Supply Fee)*

Increase fee per student from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ *Include Revised Budget*

Decrease fee per student from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ *Include Revised Budget*

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

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

*\* 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 increase or decrease is necessary for this course(s)

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**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.*

