

SECTION: Provost/Registrar
SUBJECT: Lab Fees and Course Fees

ISSUED BY: Provost, Registrar, and Vice President for Business Affairs
REPLACES:
APPROVED BY: Provost, Registrar, and Vice President for Business Affairs
EFFECTIVE DATE: January 18, 1999

Policy

Lab Fees and Course Fees are, in most cases synonymous. These fees are usually charged to fund supplies used in the course during that current semester.

The Provost, Registrar, and the Vice President for Business Affairs must approve any new course or lab fees. The Provost will then furnish the Controller a complete description of the new fee including its intended purpose.

The Asbury College Board of Trustees must approve any funds transferred to reserve accounts. Since reserve funds are held in the Plant Fund, they can only be used for capital acquisitions. Therefore, lab fees or course fees may be requested to be transferred to a reserve fund only if the purpose of the funds is for capital acquisitions.