

Fee Work Group II Report

Clayton State University

Suggested items for template for Miscellaneous Fee Form

Fiscal Year 2020

Name of Fee: Late Fee

Fee Type: Miscellaneous

Office Responsible for Fee: Bursar

Amount of Fee: \$100.00

Basis (per term, one time, etc.): Per term, if applicable

Purpose of the fee (explain need or benefit for operations/student): Undergraduate and graduate students who complete their registration after the published Early Registration period are charged a non-refundable late registration fee. This fee serves as a deterrent from untimely document submission and delayed payment of tuition and fee. Early enrollment is needed so that the Academic departments can properly gage student enrollment and plan staffing accordingly.

Explain use of the fee including major items funded by the fee: This fee is used for general university expenses.

Revenue in FY 20 : \$123,500.00

Expenditures in FY ____:

Surplus amount and suggested use:

Point of Contact of questions:

Name: Gina Byrd

Phone: 678-466-4294

E-mail: GinaByrd@clayton.edu

For more information on how this fee is used and related financial data, please go to:

Annual Review of Fee Usage.

Form Submitted By: *Gina Byrd* Date: 12/3/2020
Corlis Cummins Date: Dec 4, 2020

VP/Dean/Director