

Fee Work Group II Report

Clayton State University
Suggested items for template for Miscellaneous Fee Form
Fiscal Year 2020

Name of Fee: Bateman Loan Process Fee

Fee Type: Miscellaneous

Office Responsible for Fee: Bursar

Amount of Fee: \$20.00

Basis (per term, one time, etc.): Per approved form

Purpose of the fee (explain need or benefit for operations/student): This is an administrative fee that is split 50/50 between the Bursar and Foundation offices for processing approved emergency loan applications and for processing checks.

Explain use of the fee including major items funded by the fee: The fee is for general operating expenses like account maintenance, check stock offset, supplies, and other cost associated with account.

Revenue in FY 20 : \$1,200.00

Expenditures in FY ____ :

Surplus amount and suggested use:

Point of Contact of questions:

Name: Gina Byrd

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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
Corlie Cummins Date: Dec 4, 2020

VP/Dean/Director