

COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 302</b>
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Class Fees</b>	Effective date: 01/01/2000
	Revision date: 12/4/2014

**PURPOSE**

To define procedures for establishment of special class fees

**SOURCE**

[ABOR policies Chapter 4](#)

University policy

**CMP 302: Class Fees**

Class fees are established through the [Office of the Provost](#) according to ABOR policy in conjunction with the University Budget Office. Fees are setup in the Louie system and are interfaced to PeopleSoft Financials when paid by the student.

To apply for establishment of a special class fee, please complete a "[Justification Form for Instructional Fees](#)" form and submit it to the Office of the Associate Provost for approval.

Note: any change to the PeopleSoft Financial account to which class fees are directed should be initiated through the "Justification Form for Instructional Fees" form and approved through the Office of the Associate Provost.