

## COMPTROLLER POLICY MANUAL

	<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: 01/29/2016

### PURPOSE

To define procedures for establishment of special class fees

### SOURCE

[ABOR policies Chapter 4 Section 104](#)

[ABOR Guidelines / Protocols](#) – Guidelines for Class Fees

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 [Request/Edit Course Fee](#) form.