

NUMBER: FINA 4.00 (formerly BUSF 4.00)  
SECTION: Administration and Finance  
SUBJECT: Tuition, Academic and All Other Fees  
DATE: November 1, 2006  
REVISION: April 14, 2016  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Vice President for Finance and Chief Financial Officer  
Issued by: University Finance – Bursar’s Office

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## I. Purpose

This tuition, academic and all other fees policy governs the establishment of tuition, related fees, fee waivers, fines, deposits and any other fees. The University of South Carolina will follow policies and procedures consistent with the requirements of the State of South Carolina Code of Laws, Code of Regulations, governing agencies and University Policy.

## II. Policy

- A. The Board of Trustees must approve all tuition and academic fees, fee waivers, and deposits. Other fees that are non-academic must be approved by an appropriate official of the university as outlined by related university policies listed in Section III.
- B. Tuition and academic fees of the University are approved annually for all degree programs.
- C. No department is authorized to levy or exempt any fees at the University without the approval of the Vice President for Finance/Chief Financial Officer or to collect any fees without the approval of the University Bursar. The University Bursar must approve procedures for the collection of fees. (See Policy FINA 4.10).
- D. Any office or department seeking to apply payments to a University issued account must likewise be approved by the University Bursar. The University Bursar must also approve the procedures for the collection of said payments.
- E. All charges are due on the date that they are incurred or the due date indicated on the bill, ticket, invoice or statement.

- F. A complete listing of tuition and fees is available electronically on the University Bursar's website. Tuition and Fees information is also contained in the University's Undergraduate Bulletin, or can be obtained from the Bursar's office.
- G. Students are assessed tuition and academic fees according to their residency status and program in which they are enrolled and the degree(s) being pursued.
- H. Students must officially register and pay for assessed tuition and fees before attending class, laboratory or clinic.
- I. Any student who fails to pay all required registration fees on or before the last date to change a course schedule (as indicated in the university calendar) may be dropped from class rolls.
- J. Any student who fails to relieve any other indebtedness to the university or to any of its auxiliary agencies on the date such obligations become due may not be permitted to remain in university residence halls or be issued a transcript, diploma or degree.

### III. Procedure

- A. Budget Process: A request for fees is announced each year during the annual budget process by the Budget Office. All requests for establishing, collecting or exempting fees must be submitted in writing during this process. Requests for changes to the schedule of tuition and fees will be submitted through the Budget office to the Vice President for Finance/Chief Financial Officer to the Board of Trustees for approval.
- B. The Tuition and Fee schedule, once approved by the Board of Trustees, will be posted on the University Bursar's website.
- C. Each semester, assessment of tuition and fees will be posted to each student's account. It is the responsibility of the student to pay the assessed tuition and fees, and other charges on the account by the due date, or the date incurred whichever is later.

### IV Related Policies:

- a. ACAF 3.50
- b. FINA 4.04
- c. FINA 4.05
- d. FINA 4.03

### V. Reason for Latest Revision

To update policy in regards to the OneCarolina Project, departmental name changes, and reorganization.