Elective Fees

Policy Statement
Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution.

Reason for policy
The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant University with statewide commitments and responsibilities, as the State's oldest, most comprehensive, and most diversified institution of higher education. Our motto, “to teach, to serve, and to inquire into the nature of things,” reflects the University's integral and unique role in the conservation and enhancement of the state's and Nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures
Other Elective Fees and Special Charges are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:

1. Resident hall deposits;
2. Penalty charges;
3. Non-mandatory parking fees and parking fines;
4. Library fines;
5. Laboratory fees;
6. Post office box rentals; and
7. Course fees to cover supplementary costs for specific courses, such as art materials, course packets/kits, software/videos, and special equipment.

Institutional presidents are authorized to establish and adjust these institutional fees, as appropriate. As income is received, the Bursar’s office will complete the necessary deposit and then notify to the receiving university unit. That unit will then complete a budget amendment to allocate the institutional fees collected so that they may be expended according to approved budget.

Forms/Instructions
There are no forms associated with this policy.

Additional contacts
Policy Contact: University Budget Office
Phone Number: 706-542-2802
Email: budgets@uga.edu

Policy definitions
There are no definitions associated with this policy.

Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President - Finance Division

**Policy Owner:** Budget Division

**Policy Contact:** University Budget Office

**Phone Number:** 706-542-2802

**Email:** budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices

There are no appendices associated with this policy.

FAQs

There are no FAQs associated with this policy.

Related information

See the University System of Georgia Board of Regents Business Procedures Manual for Original Budget:


See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies:

[BOR Policy Manual](http://www.usg.edu/business_procedures_manual/)

See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention:

[http://www.usg.edu/records_management/](http://www.usg.edu/records_management/)

Policy Dates

Effective Date:

Date Last Updated: 04/17/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: