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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: REGISTRATION FEE PAYMENT PROCEDURES

NUMBER: PRO 6-11

REFERENCE: SBE 6A-14-054

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**I. PURPOSE**

To establish procedures for performing registration fee payment requirements and ancillary activities.

**II. RESPONSIBILITY**

The District Board shall establish, publish, collect and budget student fees, and shall establish dates for paying fees. The dates shall be no later than the last day of the drop- and-add periods established by the District Board.

The role of Financial Services in the registration process is under the general supervision of the Executive Vice President, with specific responsibility residing with the Controller, and his/her designee(s).

**III. PROCEDURES**

Upon establishment of dates for fee payment, the following procedures will apply:

a. Credit Registration

1. Staffing - Financial Services personnel schedules shall be modified to accommodate evening registrations, yet comply with Fair Labor Standards Board overtime/compensatory requirements;
2. Fee Payment - Students shall pay their fees in per to any campus cashier or through LOIS. Upon payment a receipt will be issued to the student;
3. A timely deposit of fees shall be prepared in accordance with the batch reconciliations process;
4. Further steps shall be modified or instituted as necessary as programming modifications are implemented.

b. Non-Credit

1. Fees for non-credit courses shall be paid to any campus cashier. Individual registrations must accompany monies collected;
2. Receipt number shall be inserted on Individual Registration Forms and returned to the Business Resource Center;
3. The Business Resource Center shall certify the recording of payment to each individual in the Master Files for accurate roster generation and refund of fees;
4. Refund of fees shall be prepared by the Business Resource Center and submitted to Financial Services for audit and certification of fees paid;
5. Refunds shall be processed for payment by Financial Services in the normal course of operations. The Business Resource Center shall indicate in the Student Master File that student was "dropped for refund" and the fees were refunded.