



## Procedure: Departmental Billing Form for Student Fee Pay Authorization

### Overview:

The Departmental Billing Form for Student Fee Pay Authorization is submitted to the Office of Student Business Services by departments who are using funds from an auxiliary or grant budget to pay for student tuition. Each department using a grant budget must receive budget approval from Sponsored Research Accounting Services in order for the billing to be processed. This form is due to the Office of Student Business Services by no later than the third day of each semester. Departments must advise students who are receiving departmental billings that they should report these billings on their Financial Aid Student Toolkit, as these payments may have an affect their financial aid award. Departmental billing forms will not be accepted for prior term charges, accounts with cancelled schedules, or for monies drawn from an E & G fund.

### I. Completing the Form:

**Please adhere to the following instructions for completing and submitting the departmental billing form:**

- a. Enter Department Name and select the Year and Term for billing payment.
- b. Enter six-digit department ID number and three-digit fund code of budget to be billed (Ex: 123456 789)
- c. Enter project number (if applicable).

\*NOTE: All budgets consisting of a fund code between 500-599 and 800-899 require a project ID number.

- d. Enter name of Department Head /Principal Investigator and provide signature.

\*NOTE: Unsigned forms will automatically be rejected.

- e. Enter department contact person's name, phone number and email address.
- f. List all students covered under the budget entered on form. List student name, FSUSN (not SSN) and Amount to be billed. The total amount will auto-calculate.
- g. Once completed, submit form to appropriate office for approval and processing.
- h. All billings will be entered into the University Cashiering System by the Office of Student Financial Services.
- i. Departmental billings can only pay tuition and tuition related fees. No other fees will be covered (Ex: Parking citations, FSUCard term fees)
- j. Departmental billings must be received and entered before financial aid disbursement. Refunds for billings received after disbursement will take 5 business days for processing.
- k. If billing is submitted after financial aid disbursement, the department must notify the student and the Office of Financial Aid of departmental payment. Unreported billings may result in student financial aid overawards.
- l. Departmental billings will not be accepted for prior term charges, accounts with cancelled schedules or for monies drawn from an E&G fund.
- m. Departmental billings submitted with a project number will not be processed without approval from Sponsored Research Accounting Services.
- n. Departments using departmental billings in conjunction with a matriculation waiver should contact Sponsored Research Accounting Services before submitting form for Grant Compliance approval.



## Departmental Billing Form for Student Fee Pay Authorization

Form must be submitted to the Office of Student Business Services **no later than the fourth day of the semester** or as early as possible.  
You must advise students that your payment of their tuition may have an effect on their financial aid award.

Department: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_

OMNI Dept ID & Fund to be billed: \_\_\_\_\_

Project ID: \_\_\_\_\_

\*Note: Tuition cannot be billed to an E&G fund

\_\_\_\_\_  
Department Head/Principal Investigator Printed Name

\_\_\_\_\_  
Department Head/Principal Investigator Signature

Contact Person

Phone \_\_\_\_\_ Email \_\_\_\_\_

	STUDENT NAME	EMPLID	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		<b>Total:</b>	

Sponsored Research Stamp, if applicable:

Received by SBS Staff: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Entered by SBS Employee: \_\_\_\_\_