



Abraham Baldwin Agricultural College

Fiscal Affairs Policies and Procedures Manual

1200 STUDENT ACCOUNTS

1201 GENERAL RESPONSIBILITY

The Student Financial Services, which reports to the Vice President for Fiscal Affairs, is responsible for Student Accounts, including, but not limited to, all accounting functions for student billings, payments, refunds, , and financial aid receipting. The personnel of the Student Financial Services and other Fiscal Affairs staff assigned on a temporary, as-needed basis, will perform the business and finance functions of Student Accounts during Registration.

The Financial Aid Office, which reports to the Director of Enrollment Services, is responsible for the receipt of applications, processing of applications, determination of eligibility, making of awards, notification of awards, and all other functions concerning Student Financial Aid before, and including, the notification of an award.

A clear and distinct delineation of responsibility must be made in this area. The Student Financial Services staff has no formal involvement or responsibility with Student Financial Aid before the actual award of such aid. This is solely the duty, function and responsibility of the Office of Financial Aid. Subsequent to the award the Student Financial Services staff is responsible for setting up accounts receivables; processing all proceeds of awards; issuing bills for student aid, where applicable; making refunds according to requirements of the donor, granting or lending agency, and policies and procedures of the University System of Georgia; performing all accounting and reporting functions for the student aid funds; and administering any other related post award Fiscal Affairs operations. In the handling of student financial aid, the College must meet all requirements of Federal and State agencies.

1202 STUDENT ACCOUNTS BILLING AND ACCOUNTING

The Director of Student Financial Services is responsible for developing systems and procedures to handle student accounts billing and accounting functions, in an accurate, efficient, and timely manner.

1202.01 INTERNAL OPERATIONS PROCEDURAL GUIDES

The Director of Student Financial Services and/or designated members of this Department's staff are responsible for developing and publishing detailed procedural guides and processes for employees of the Department and for those used temporarily for Registration. These guides and instructions and training sessions will be used to train thoroughly its employees in Registration procedures. Such documents and training sessions will cover, but not be limited to, the following:

- Establishing student accounts receivables;
- Preparing and processing student bills (and letters);
- Processing student payments;
- Processing payments for scholarship recipients;
- Billing scholarship, grant or loan sources, as required;
- Processing refunds for withdrawals, administratively dropped classes;
- Processing grant-in-aid payments;
- Placing Holds on student accounts;
- Processing returned checks;



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Operating payment stations during registration;
Handling Early Registration procedures;
Invoicing tuition assistance accounts;
Processing adjustments to student accounts (tuition, fines, book charge, and similar charges); and
Collecting short-term emergency loan funds.

1202.02 REGISTRATION PROCESS

The Director of Student Financial Services, with appropriate staff of the Department, will develop Registration procedures in conjunction with appropriate staff of the Academic and Student Affairs Divisions (Enrollment Services, Financial Aid Office, for example). Such procedures, deadlines, and processes will be developed, published and disseminated before the Registration period for academic semesters (when necessary and/or as changes occur) in sufficient time adequately and properly to inform Student's, Faculty and other Administrators involved in, or affected by, Registration so that each will be completely familiar with requirements, and be able to conduct an orderly and efficient process.

1203 FEES

Fees are due and payable upon registration. Acceptable payment procedures are based on certain criteria.

1203.01 DEFERRED FEES

For a Student whose fees are guaranteed and will be paid by an outside agency under a document agreement with the College, the College may defer fees up to the amount authorized for a specific academic semester.

The College may defer fees up to the amount of aid granted for fees for a specified academic semester for a Student who has an approved College-administered loan or scholarship in process.

For a specified academic semester for a foreign Student who has a certificate or other acceptable documented evidence that payment of fees will be made after a statement of charges from the Student has been presented for payment, the College may defer fees up to the limit stated in the certificate or other document. (Board of Regents Policy Manual, Section 704)

1203.02 TYPES OF FEES

1203.0201 Mandatory Fees

Mandatory fees are those fees that must be paid by all Students unless waivers are specifically approved by the Board of Regents. There are two categories of mandatory fees:

1. Fees such as matriculation fees and nonresident tuition mandated by the Board of Regents for all University System students; and
2. Fees such as activity fees, technology fees and other fees mandated by Abraham Baldwin Agricultural College and approved by the Board of Regents for all Students at the College.



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1203.0202 Elective Fees

Elective fees are established by the College, approved by the Board of Regents Chancellor (or his or her designee), and paid by Students who elect and/or benefit from the specific services. Examples of elective fees are music fees and liability fees.

1203.03 PENALTY CHARGES

Penalty charges are established to discourage undesirable practices and must be paid according to schedules (College Catalog and Registration procedures, for example) established and published by the College. They are divided into two categories:

1. Penalty charges approved by the Chancellor or his or her designee for charges such as late registration fees; and
2. Penalty charges established by the College and approved by the President, for such charges as traffic and parking violations.

1203.04 FEE WAIVERS

The College may waive certain fees only in strict compliance with Board of Regents Policy No. 704.042 and policies published in the College Catalog.

1203.05 REFUNDS

Refunds for Students withdrawing from the College may be made only in the percentages and conditions stated in Board of Regents Policy 704.05 and published in the College Catalog. Refunds of student aid must comply with the requirements of each specific type of aid.

1204 ASSIGNMENT OF STAFF DURING REGISTRATION

During Registration, with the approval of the Vice President for Fiscal Affairs, any employee of the Division of Fiscal Affairs may be assigned to assist in the timely and efficient registration process by performing duties and responsibilities in addition to those of the employee's regular job.