GENERAL INFORMATION:

This form has been developed by Student Account Services for use by departments who have funds in their accounts that are approved to apply toward a student’s expenses for any given term. The form was developed to capture necessary pieces of information needed to process such a request. Please note this form does require an approval process. Below are instructions to assist you with completing this form. Should you have any questions, please contact:

- Student Account Services, staucct@uga.edu, 706-542-2965

FORM INSTRUCTIONS:

Please complete a separate form per student per term. If you are using more than one chart string to assist a student, you will need to complete a separate form per chart string as well.

DEPARTMENT CONTACT INFORMATION:

Please complete all pieces of contact information so we can communicate with the correct person should we have questions about a chart string or a student.

CHART STRING INFORMATION:

Please complete the CHART STRING Information section with all required information. The PeopleSoft chart string you are using must already have the Student Tuition and Fees account code (784100) set up in the Financial Management system.

STUDENT INFORMATION:

Please complete the Student Information section using the complete name of the student and full 810/811 number for the student. Please add term and then list the amount for each individual charge that will be paid by the chart string provided. We need each line item completed separately. If you are not paying a line item, please leave blank.

APPROVAL SECTION:

A department supervisor or appointed designee must approve all charge to accounts forms. Forms should be submitted directly to Student Account Services. Students should not be preparing, approving or submitting this form.

STUDENT ACCOUNT SERVICES USE ONLY:

Student Account Services will complete the section below noting the date the form was received, processed as well as who processed the request.
Department Contact Information:

Contact Name: ______________________________________________________

Contact’s Email Address: ____________________________________________

Contact’s Phone Number: ____________________________________________

Department Name __________________________________________________

Chart String Information:

Account Code: ____________________________________________

Fund Code: ________________________________________________

Program Code: ____________________________________________

Department ID: ____________________________________________

Class Code: ________________________________________________

Operating Unit: ____________________________________________

Project ID: ________________________________________________

Activity ID: ________________________________________________

Chart Field 1: ________________________________________________

Date Prepared: ___________________________
**Student Information:**

Student Name: _____

(810/811#): ____________________________

Term: ____________________________

<table>
<thead>
<tr>
<th>Expenses to Cover</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Special Institutional Fee</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
</tr>
<tr>
<td>ConnectUGA Fee</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Green Fee</td>
<td></td>
</tr>
<tr>
<td>Fee Pkg (Activity, Rec, Athletic, Facility, and Health)</td>
<td></td>
</tr>
<tr>
<td>Course and Lab Fees</td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
<tr>
<td>ISCF Fee</td>
<td></td>
</tr>
<tr>
<td>Program Fee (field study, study abroad)</td>
<td></td>
</tr>
<tr>
<td>Other (please specify charge)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT</strong></td>
<td></td>
</tr>
</tbody>
</table>

For current approved tuition and fee costs go to: http://www.bursar.uga.edu/bursar_quick_links

**Approval Section:**

Full Name: _____

Title: ____________________________

Approver’s Signature: ____________________________

Approval Date: ____________________________

**Student Account Office Use Only (below):**

Request Received Date: _____

Request Processed Date: _____

Account End Date: ____________________________

NOTES: ____________________________