Fee Verification Process

Introduction

University departments are responsible for verification of student fee revenues after initial tuition calculation each semester to ensure that fees submitted and approved in the Tuition and Fee Management System (TFMS) are being charged appropriately. Fee verification must be completed early in each semester to ensure accurate and timely billing of students. Late changes to student bills lead to complications with financial aid funds and frustrations for students and parents. In addition, students may be charged fees for late payment or be subject to a registration hold if charges appear on their statements after they pay their initial bill.

Process

Student Finance will send fee verification reminders to TFMS users after the first run of tuition calculation and after classes start each semester. University departments will verify that approved fees are being charged to students as expected by verifying that revenues are posting to correct chartstrings at expected amounts. Verify fee revenues by using TFMS Fee Verification Reports or by reviewing financial activity in EFS or UM Reports. Contact the Student Finance Helpline (sfhelp@umn.edu) if discrepancies are detected in fee setup. Fee verification must be completed by the following dates:

- Fall Semester: September 15
- Spring Semester: January 31
- May Session/Summer Semester: June 15

Fee setup errors addressed prior to the above deadlines will be corrected, and student bills will be adjusted in the next billing cycle. Fee errors addressed after the above deadlines will not be corrected unless they result in a reduction to the student’s bill.

Departmental Responsibilities

Departments are responsible for the following:

- Verification of fees prior to deadlines each semester
- Communication of errors/issues to sfhelp@umn.edu by deadlines
- Communication to students of a change to their fee statement and the reason for the change
- Management of financial impacts of errors not resolved by deadlines (no central funding is available to cover billing errors).