

# Utilizing the Student Financial Services Fee Portal

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## Submitting fees for approval

In order to assess a new fee to students, information about the fee must be submitted to Student Financial Services using the Wake Forest Fee Portal.

[The fee portal is a Google form.](#)

The fee portal should be utilized by all schools (Undergraduate College, Law, School of Business, School of Divinity, and Graduate) to request that fees be assessed for the following:

- Course fees associated with a particular Course Reference Number (CRN)
- Fees associated with a particular location, such as a study abroad or domestic trip
- Fees associated with a school or program

## Helpful information

In order to complete the information requested in the fee portal efficiently, here are some pieces of information you will need to have handy:

- A detailed description of the fee including why the fee needs to be billed to students
- A short fee description (30 characters) that will display on the student bill
- Course specific fees:
  - CRNs
  - Subject codes
  - Course codes
- General fees:
  - Location where student will be studying
  - Program of study
- Global Programs and Studies/Study Abroad fees:
  - FOAPAL for collecting fees
- Travel-Based Courses:
  - Completed [Travel Budget Form](#)

## Financial Services

### Quick Guide

### Library

[finance.wfu.edu](http://finance.wfu.edu)

### Responsible Unit:

Student Financial  
Services

### Additional Assistance:

336-758-5234

[sfs@wfu.edu](mailto:sfs@wfu.edu)

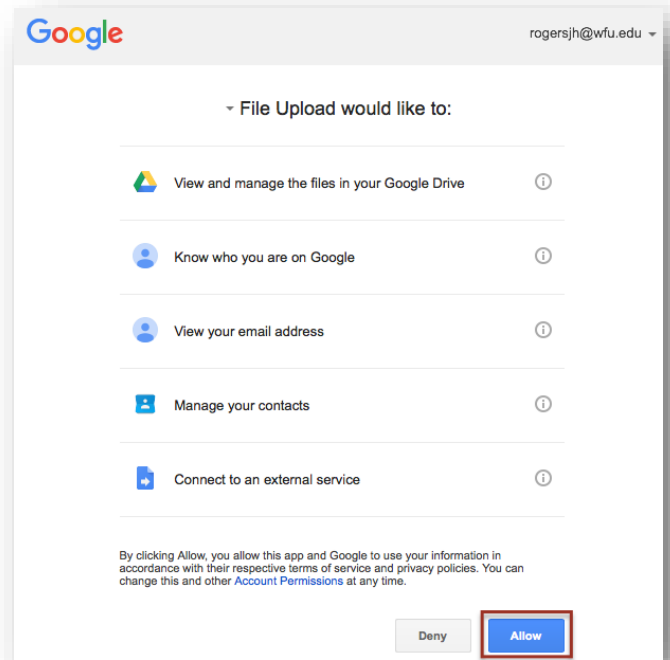
## What is it?

The fee portal is a method for gathering information regarding new fees from departments that are not included on the official Board of Trustees resolution, and to obtain appropriate approvals for charging fees to students.

## Why it is Necessary

Utilizing the portal ensures that students are billed accurately and timely, a formal approval process is in place for all fees charged to a student account, 1098-T tax forms are accurate for IRS compliance, departmental revenue accounts are properly credited, and provides information for students to make informed decisions.

- When uploading your completed form, Google will ask you to “Review Permissions”. Click the button, and simply click “allow” when the pop-up dialog box displays.
- After clicking “allow”, you will have the option of choosing your file to upload.



## Related Policies and Resources

- **Fee Portal Procedure:**  
<http://finance.wfu.edu/files/Fee-Portal-Procedures-.pdf>
- **Fee portal:** <http://go.wfu.edu/sfsfeeportal>
- **Travel budget form for travel-based courses:**  
<http://go.wfu.edu/sfsbudgetupload>

## Fee assessment timeline

