

CLASS BILLING OPTIONS

	Regular In-load Billing	Self-Support Program Billing	Hybrid Self-Support Billing
Approval Needed	NO	YES Initially, all Self-Support Programs must be approved by OAA	YES Hybrid Self-Support approval form attached to the CSM. Please route to your Dean, Chair, OAA and BAO and then to Scheduling (ADM)
Campus Code	CAMPUS CODE "I"	CAMPUS CODE Program Campus Code (NOT "I").	CAMPUS CODE College Campus Code (NOT "I").
PSU Billing hours	billing hours <i>always</i> match the credit hours of the class (e.g. 4 credits/4 billing)	billing hours are <i>always</i> zero (e.g. 4 credits/0 billing)	billing hours <i>always</i> match the credit hours of the class (e.g. 4 credits/4 billing)
*Detail codes and fee amounts (e.g. F618 - \$10) <i>*Please note: All detail codes (fee codes) are created & maintained by the Business Office.</i>	Optional Only if there a charge in addition to the PSU tuition (e.g. lab charge F001 \$5)	Required You must include your departmental detail code with the total charge to each student for the class (e.g. F998 \$725).	Required You must include your departmental detail code with the total charge to each student for the class EXAMPLE: A regular in-load, 4-credit undergraduate class is \$360 for instructional fees per student. If a department wants to have a 4-credit undergraduate HSS class but also needs an additional \$50 per student to cover expenses, the department would add its specific detail code (e.g. F999) and a fee amount for \$410.
Business Affairs Office (BAO) tracking detail code and amount will be recorded	N/A	N/A	With approval from BAO, BAO will add a detail code to the approval form with an amount that the BAO will cover (e.g. ATSU with -\$360). If there is a balance that the BAO will not cover, this charge will be billed to the student.
Student Health Insurance, Career Center Services, Student Fees	Included in the billing hours charged	Not included but program can make special arrangements with BAO to pay for the students out of the program revenue	Included in the billing hours charged
Charged 10% Institutional Overhead	NO	YES	YES
Eligible for Revenue Sharing	YES	NO	NO
Count toward enrollment targets	YES	NO	NO
Published	Optional	NO	Optional
Eligible for Fee Remissions	YES	YES but the department will forgo the instructional fee revenue	YES but the department will forgo the instructional fee revenue