

University of Tennessee Health Science Center

**Departmental Authorization Form for Tuition and Fee Payment**

*This form is used by UTHSC departments that desire to pay tuition and or any other related registration fees for eligible students from an approved University based account.*

**INSTRUCTIONS:** Complete the form in its entirety with all required signatures and forward to the Bursar's Office prior to the commencement of classes for the designated term period.

**I. Student –**

\_\_\_\_\_  
**Name (Please Print)**                      **Student I.D. Number**                      **Personnel Number**                      **Campus Contact Number**

Course Title	Course Number	Term Attending	Total Hours

**II. Department –**

\_\_\_\_\_  
**Departmental Approver (Print)**                      **DASH Account to Charge**                      %                      **Expiration Date of Account**

\_\_\_\_\_  
**Total Amount to be Charged**                      **DASH Account to Charge**                      %                      **Expiration Date of Account**

Check One:  **Apply to Tuition Only**     **Apply to Tuition and Fees**     **Apply to Specific Fee (List here)** \_\_\_\_\_

**III. Signatures-**

\_\_\_\_\_  
**Student**                      **Date**                      **Departmental Approver**                      **Date**

Upon signing this form, the Bursar's Office is authorized to charge the account(s) listed above and to credit the student's Banner Account accordingly. Student is liable for any late fees and/or penalties if not received by Bursar's by set term deadlines.

**FOR B URSAR 'S U S E O N L Y**

\_\_\_\_\_  
**Bursar Staff Signature**

\_\_\_\_\_  
**Date Posted to Banner**

\_\_\_\_\_  
**DASH Doc. No.**