Delete an Existing Course Fee
Material and Supply Fee and Equipment Use Fee

To complete this task you must have the UF_COURSEFEES_DEPT_USER security role. Follow these instructions to delete an existing Material and Supply Fee and/or Equipment Use Fee.

1. Login to myUFL by navigating to my.ufl.edu. Click the Access myUFL button, enter your GatorLink username and password and click the Login button.
2. Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request.
3. Click the Course Fees – Delete Fee link.
4. Enter the ISIS Course ID.
   - A list of existing fees is available by UF Campus Solutions > eForms > eForms Course Fee Overview.
5. Enter or select the new Term for which you want to charge fees.
6. To select the Term:
   - Click the search icon.
   - Click the Look Up button.
   - Select the Term.
7. In the Course Fees To Delete box, click the Look up button to select the Item Types.
8. You can select M&S Fees and/or Equipment Use Fees.
9. Click the Submit button for Approval by Dean.
10. Click the Yes button to direct the form to the next approver.

Further information about Course Fee Requests is available at the Material & Supply and Equipment Usage Fees Toolkit.