


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

- ▶ 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
- ▶ Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request
- ▶ Click the **Course Fees – Delete Fee** link
- ▶ Enter the **ISIS Course ID**
 - ▶ A list of existing fees is available by UF Campus Solutions > eForms > **eForms Course Fee Overview**
- ▶ Enter or select the new **Term** for which you want to charge fees
- ▶ To select the Term
 - ▶ Click the search icon
 - ▶ Click the **Look Up** button 
 - ▶ Select the **Term**
- ▶ In the Course Fees To Delete box, click the Look up button to select the Item Types
- ▶ You can select M&S Fees and/or Equipment Use Fees
- ▶ Click the **Submit** button for Approval by Dean
- ▶ 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](#).



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