

## **Registration Fee Assessment Using Banner 7**

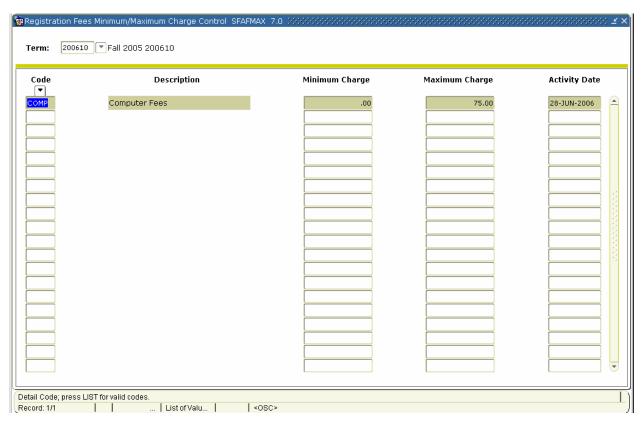
Job Aid: Establish Minimum/Maximum Charges for a Term

#### **Registration Fees Minimum/Maximum Charge Control Form (SFAFMAX)**

The Registration Fees Min/Max Charge Control Form (SFAFMAX) provides the maximum and minimum amounts, by fee code, that the registration fee assessment algorithm can calculate. If your institution has a maximum on any fee to be assessed for the term, it would be entered here.

This form is used to indicate the maximum amount that a particular detail code can be on a Student Account (with SOATERM track by CRN not checked).

#### **Banner form**





# **Registration Fee Assessment Using Banner 7**

Job Aid: Establish Minimum/Maximum Charges for a Term (Continued)

### **Procedure**

Follow these steps to establish the minimum/maximum amounts that can be charged for fees for a term.

Step	Action
1	Access the Registration Fees Minimum/Maximum Charge Control Form (SFAFMAX).
2	Enter 200610 in the <b>Term</b> field.
3	Perform a <b>Next Block</b> function.
4	Enter <i>COMP</i> in the <b>Code</b> field.
5	Enter 0 in the <b>Minimum Charge</b> field.
6	Enter 75.00 in the <b>Maximum Charge</b> field.
7	Click the <b>Save</b> icon.
8	Click the <b>Exit</b> icon.