

POLICY

Effective Date: 6/9/2006
Approved On: 6/7/2006

Authority: RCW 28B.15.031 Operating Fees Defined
RCW 28B.63 Commercial Activities by Institutions of Higher Education

See Also: PRO-U1400.05A
POL-U5100.02

POL-U1400.05 ESTABLISHING OR CHANGING THE AMOUNT OR PURPOSE OF A SERVICE FEE

This policy applies to university personnel involved in establishing or changing either Departmental or Miscellaneous Service Fees as defined below.

Departmental Service Fees

A department that offers a specific type of service to other university departments and that charges a fee directly related to the cost of the goods or services provided.

Miscellaneous Service Fees

A fee charged to students, university affiliates, departments, or the public to cover the cost of providing services. The rate of the fee should reasonably reflect the actual cost to the university for the service provided.

When appropriate, consideration should be given to rates charged for similar services in the community.

1. Departments May Establish Service Fees to Cover the Cost of Goods or Services Provided to Internal or External Entities.

In order to be established, a Service Fee:

- a. Must be within the educational context and mission of the university;
- b. Must be in compliance with Western Policy # 2240 "*Educational Commercial Activities*"; *and...*
- c. Must fully or partially cover the cost of goods or services not currently funded by the state or other revenue sources;

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And... In addition to the above, a Miscellaneous Service Fee:

- d. May be established to promote the self regulation or rationing of services (e.g. book replacements, late return services, fees for chemistry supplies, library fines).
2. **Departments may not Accumulate Balances that Exceed Approved Program Costs (e.g. equipment replacement, etc.).**
 3. **Each Department Wanting to Establish or Change the Amount or Purpose of a Service Fee, Must Follow Procedure PRO-U1400.05A.**
 4. **All Approved Service Fees will be Published in the Western Fees and Rates Book on an Annual Basis.**
 - a. After the service fee is listed in the Western Fees and Rates Book, the fee cannot be increased or changed until the following academic year after completion of the fee approval process.
 - b. Service fees that have not been approved cannot be charged in the upcoming fiscal year.
 5. **The Signed Service Fee Form (FMAG–SFF) Must be Properly Retained in Paper or other Archival Form by the Respective Vice President’s Office.**
 6. **The President, Upon Recommendation of the Vice President(s) or Provost, may Approve Exceptions to this Policy.**