

# POLICY

Effective Date: December 7, 2005

Amended On: June 22, 2009\*

Approved By: President's Council

Authority: [RCW 28B.15](#)

(\*Note: Policy did not go through formal amendment process review by Executive Policy Group.)

## **POL-U1400.06 ASSESSING MANDATORY STUDENT FEES**

***This policy applies to university personnel assessing mandatory student fees and applies to all students attending Western, including those participating in all academic programs, including regular academic, summer session and extended education, on campus or off-campus.***

Definition: Mandatory Student Fees include the Tuition Operating Fee, the Capital Building Fee, the Service and Activity Fee, the Student Technology Fee, the Non-Academic Building Fee, the Student Health Services Fee, the Student Recreation Fee, the Renewable Energy Fee, the Transportation Fee and other mandatory fees as approved by the Board of Trustees.

### **1. A Schedule of Mandatory Student Fees Will be Maintained and Published by University Planning and Budgeting.**

University Planning and Budgeting will maintain a schedule of mandatory student fees. This schedule will be updated and distributed to the campus after new fees and rates have been approved by the Board of Trustees. This schedule will be published annually in the Western Fees and Rates Book.

### **2. Currently Defined Mandatory Student Fees are Subject to Change.**

### **3. Mandatory Student Fees Will be Assessed Based on Credit Load, Course Location, Course Type and Student Category, if applicable.**

- A. The Tuition Operating Fee and the Capital Building Fee (together these two fees are defined by the legislature as "tuition") will be assessed on the basis of student category (e.g., resident undergraduate, non-resident undergraduate, resident graduate and non-resident graduate students), and credit load.
- B. The Service and Activity Fee, and Renewable Energy Fee will be assessed to students registered for up to and including ten (10) credits per quarter on a per credit basis, and will be based on course location (on or off campus) and course type.
- C. The Non-Academic Building, Student Technology, Student Health Services, and Student Recreation fees will be assessed on a flat fee basis for students registered for six (6) or more credits per quarter, and will be based on course location (on or off campus) and course type.

## POLICY

See page 4 of this policy for a schedule detailing the assessment of mandatory students' fees other than tuition (operating fee and capital building fee) for various student populations, based on course location, course type, and credit load.

4. **Students May Submit a Petition for Refund of Mandatory Student Fees Charged in Error**

If a student believes he/she was charged a Mandatory Student Fee in error, that student may petition the Office of the Bursar to apply for a refund.

5. **Revisions and amendments to this policy and appended attachments will be performed by University Planning and Budgeting in consultation with Business and Financial Affairs.**

In consultation with the Business and Financial Affairs, University Planning and Budgeting, will perform revisions and amendments to this policy, including all attachments, as necessary.

Amendments and revisions will be made with the concurrence of the appropriate University Vice Presidents.

# POLICY

## **MANDATORY STUDENT FEES -- DEFINITIONS**

### **Tuition Operating Fee**

The tuition operating fee, with the state's general fund appropriation, is used to support the instruction, library, student services, administration and maintenance functions of the university.

### **Capital Building Fee**

The Capital Building Fee is used for the construction of academic facilities.

### **Service and Activity Fee:**

The Service and Activity Fee is assessed to support student activities and programs such as student clubs, theatre arts, music, student publication, intramural and intercollegiate athletics, etc. It is also used to support the Associated Students administration, and to amortize residence halls, dining halls, and student activity facilities. The Service and Activity Fee is refundable on the same schedule as tuition.

### **Renewable Energy Fee:**

The Renewable Energy Fee is a student initiated fee to be used for the sole purpose of university purchase of renewable energy. The fee will be charged on a per credit hour basis up to a maximum of 10 credit hours per quarter. The renewable energy purchased from this fee will be used to substantially reduce or eliminate the University's use of electricity generated by traditional sources. The Renewable Energy Fee is non-refundable on or after the sixth day of the quarter.

### **Non-Academic Building Fee:**

The Non-Academic Building Fee is used for the improvement and development of the Viking Union on the Bellingham campus. This fee is non-refundable on or after the sixth day of the quarter.

### **Student Technology Fee:**

The Student Technology Fee is used to upgrade and expand technology equipment, facilities and software on the Bellingham campus. The Student Technology Fee is non-refundable on or after the sixth day of the quarter.

### **Student Health Service Fee:**

The Student Health Service Fee is used to establish a standard of health care for Bellingham's campus and as a contingency for emergency services. This fee is non-refundable on or after the sixth day of the quarter.

### **Student Recreation Fee:**

The Student Recreation Fee is used for the construction, operation, and maintenance of the Wade King Student Recreation Center. This fee is non-refundable on or after the sixth day of the quarter.

### **Transportation Fee:**

The student approved Transportation Fee gives every Western student taking 6 credits or more a Viking Xpress Bus Pass, provides WWU Late Night Shuttle Service, and provides funding for a Student Alternative Transportation Coordinator.

**POLICY****ASSESSMENT OF MANDATORY STUDENT FEES OTHER THAN TUITION FOR VARIOUS STUDENT POPULATIONS**

<i>Course Location and Type</i>	<b>Per Credit (up to 10 Credits)</b>		<b>Flat Fee Assessed for 6 or More Credits</b>				
	<i>S&amp;A fee</i>	<i>Renewable Energy Fee</i>	<i>Non-Academic Bldg Fee</i>	<i>Student Tech Fee</i>	<i>Student Health Services Fee <sup>(6)</sup></i>	<i>Student Recreation Fee <sup>(6)</sup></i>	<i>Transportation Fee <sup>(6)</sup></i>
Main campus	Yes <sup>(1)</sup>	Yes	Yes	Yes	Yes	Yes	Yes
ISEP – incoming int'l exchange	Yes <sup>(1)</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Summer Session	Yes <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Courses for extended field trip	Yes <sup>(1)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>
Courses for Student Teaching	Yes <sup>(1)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>
Courses for Internship	Yes <sup>(1)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>
Off campus program taking on campus courses (Post-Bac., VRI, CSD, HSP, EE)	No <sup>(3,4)</sup>	Yes	Yes	Yes	Yes	Yes	Yes
SPAN	No	Yes	Yes	Yes	Yes	Yes	Yes
EESP Programs and other off campus/taking off campus courses	No	No	No	No	No	No	No
Correspondence/Contract Studies	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>	No <sup>(3,4)</sup>
ISPE – outgoing int'l exchange	No	No	No	No	No	No	No
Courses for Audit – no credit earned	No <sup>(3)</sup>	No <sup>(3)</sup>	No <sup>(3)</sup>	No <sup>(3)</sup>	No <sup>(3)</sup>	No <sup>(3)</sup>	No <sup>(3)</sup>
AUAP - Asia University America Program	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>
IEP – Intensive English Program	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>	Group <sup>(5)</sup>
Everett – HSP,EE,MIT,MRC	No <sup>(3,4)</sup>	No	No	No	No <sup>(6)</sup>	No <sup>(6)</sup>	No <sup>(6)</sup>

- (1) On the student bill, fee is included in amount assessed for tuition and fees.  
(2) On the student bill, fee is listed as an amount separate from tuition.  
(3) If student takes other Main Campus courses, they are subject to fees as they relate to those courses.  
(4) These courses are excluded from fee calculation based on course type.  
(5) Fees and service negotiated as group fee, not billed to individual accounts.  
(6) Students not charged for health, recreation and transportation can voluntarily pay the fee to obtain services.