

**PROCEDURE**

Effective Date: December 13, 2004

Approved By: President's Council

Authority: RCW 28B.15.740; Board of Trustees Rules of Operation

See Also: POL-U1400.03

PRO-U1400.03A

PRO-U1400.03C

**PRO-U1400.03B COLLECTING REVENUE FOR FIXED COURSE AND LAB FEES**Action By:Action:Academic  
Department

1. **Enters** proposed fixed fee rate for each applicable course into the Student Information System between February 1 and April 1.

If changes to the fixed fee rate occur after April 1 due to the fee approval process, **notifies** the Registrar's Office of such changes by June 20.

Registrar's Office

2. **Verifies** each fixed fee rate entered into the Student Information System based on the University's published list of Fees and Rates for the academic year.
3. **Submits** fixed fee rate information to be published in the university time table, on the university website and included in other appropriate publications.

Student Accounts

4. **Bills** the fixed fee amount to each student's account.

Student

5. **Pays** the University cashier.

University Cashier

6. **Credits** the student's account and debits the Academic Department's Course and Lab Fees fund.

Provost

7. **Considers** revisions to this procedure and amends it, as necessary and with concurrence of the Vice Presidents of Student Affairs, and Business and Financial Affairs.