

**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-U1400.03B

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

1. **Enters** variable fee designation, as proposed, including minimum and maximum fee, if available, for each applicable course into the student information system between Feb 1 and April 1.

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

Registrar

2. **Verifies** each variable fee designation entered into the Student Information System based on the University's published list of Fees and Rates for the Academic Year.

Instructor

3. **Provides** each student in the course with documentation that shows the variable fee amount and the appropriate accounting and activity codes.
4. **Notifies** the student that the fee must be paid at the University Cashier's Office and proof of payment is required prior to issuing final grades.
5. **Advises** the student that no variable fee payment may be made directly to the instructor.

Student

6. **Takes** the coded document provided by the course instructor to the University Cashier's Office in order to pay the variable fee.

University Cashier's  
Office

7. **Processes** the student's payment into the Student Information System and provides a receipt for payment of the variable fee.

Student

8. **Presents** the variable course fee payment receipt to the course instructor.

## PROCEDURE

- Instructor
9. **Maintains** a list of students enrolled in the course and uses that list to track student payments.
  10. **Withholds** final grades for the course until the student has paid the variable fee in full.
- Provost
11. **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.

\*Note to Item #1: If the Instructor is able to determine a set fee amount for a variable course fee prior to April 1 (or in advance of June 30 for Fall Quarter; in advance of October 31 for Winter Quarter; or in advance of January 31, for Spring Quarter), the Instructor may enter the fee amount for each course into the Student Information System at any of these times and the student will be automatically billed in accordance with PRO-U1400.03B.