

POLICY

Effective Date: November 15, 2006

Approved By: President's Council

Authority: RCW 28B.15

S.A.A.M. 85.54

Cancels: See Also: POL-U5320.33 Using Subsystems to Generate Financial Data
POL-U5320.01 Authorizing and Defining the Responsibilities of Financial Managers
POL-U5352.01 Charging and Billing the Public for Goods and Services
POL-U5352.13 Charging and Billing Fines

POL-U5352.02 BILLING STUDENTS' ACCOUNTS

This policy applies to all university departments that assess charges to students.

Definitions:

Student Account – the record of charges, payments, and adjustments for each student, including student tuition, fees, on-campus housing, and certain other campus charges. Every student has a student account. Most financial aid money is directly credited to the student account. Fines, amounts charged as a penalty for a statute or rule violation, are not included in charges to the student account.

Financial Repository – the university's primary system for recording, processing, and maintaining financial data.

Subsystem – refers to any system outside of the Financial Repository which is used to record, process, or maintain university financial data. Subsystems include systems that share data elements with the Financial Repository, such as Human Resources, Student Accounts, Financial Aid and Accounts Receivable, as well as stand alone systems, such as those used in the Associated Students Bookstore, Wade King Student Recreation Center, and Parking and Transportation.

1. Registrar and Vice President for Business and Financial Affairs Ensure Accurate Tuition and Fee Assessment

The Registrar is responsible for determining the status of each student and maintaining course fees in the Financial Repository. Fees are as approved through the University's rates and fee approval process.

The Vice President for Business and Financial Affairs division assesses applicable tuition and fees to each student account in an accurate and timely manner.

2. Financial Managers Assess Charges Directly to Student Account

Financial Managers of departments that charge fees to students ensure that the fees are recorded accurately on the student's account. Any amount charged to students must be approved through the University's rates and fee approval process.

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EXCEPTION: Departments with an approved accounts receivable subsystem may bill the student directly with written approval from the Vice President for Business and Financial Affairs. The fees charged must be approved through the university's rates and fee approval process.

3. Vice President for Business and Financial Affairs Determines Due Dates

4. Bursar Provides Training for Campus

The Bursar will provide departmental training on billing students' accounts.