

**POLICY**

Effective Date: 11/15/06  
Approved By: President's Council

Authority: RCW 28B.15  
RCW 28B.63  
S.A.A.M. 85.54

See Also: POL-U5320.33 [Using Subsystems to Generate Financial Data](#)  
POL-U5320.01 [Authorizing and Defining the Responsibilities of Financial Managers](#)

**POL-U5352.03 APPLYING CREDITS TO STUDENTS' AND GENERAL RECEIVABLE ACCOUNTS**

*This policy applies to all university departments that assess university credits to students or other customers.*

**Definitions:**

Public – customers, clients, students or patrons who are obtaining goods and/or services provided by the university. Includes other entities such as State or governmental agencies, corporations, other universities, etc.

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.

General Receivable Account – the record of charges, payments, and adjustments for non-student customers. Fines are not included in charges to the account.

Credit – any transaction, other than a cash payment, that reduces the amount the student or customer owes. Credits include application of Financial Aid, tuition waivers, credit memos, and adjustments to accounts.

Third Party Agencies – a non-university business sponsor, other than the student (or his/her parents), who has agreed to pay part or all of the student's tuition. Often these third parties are companies or corporations (both U.S. and overseas), government entities, such as the Veterans' Administration, or scholastic programs separate from the university.

**1. Financial Manager Authorizes Tuition Waivers**

Financial Managers will authorize tuition waivers based on their allocation of the tuition waiver budget.

**2. Financial Aid Authorizes Application of Grants, Scholarships, and Loans**

The Student Financial Resources department authorizes and applies grants, scholarships and loans to each student account.

## POLICY

### 3. **Bursar Applies Payments from Third Party Agencies**

The Bursar approves the third party agency list and manages the billing of such agencies.

### 4. **Financial Manager Approves Corrections and Adjustments to Student or General Receivable Accounts**

Department Financial Managers that have initiated charges to a student or other customer must approve any corrections or adjustments applicable to those charges.

### 5. **Bursar Provides Training for Campus**

The Bursar will provide training on applying credits to students' accounts.