

PROCEDURE

Effective Date: 6/7/07

Approved By: Vice President George Pierce

Authority: RCW 28B.15; SAAM 85.54

Cancels:

See Also: POL-U5352.02; PRO-U5352.02B,
PRO-U5352.02C

PRO-U5352.02A

ASSESSING TUITION AND MANDATORY FEES TO STUDENTS

Banner fee assessment rules, tables, and detail codes combine to tell the system how to charge tuition, how much to charge, and where to record the resulting revenue. The rules are a set of criteria established by the University that determine when and how to assess tuition. As an example, a rule tells the system when to charge non-resident rates or resident rates. The fee tables contain the amounts to be charged based on the rules. They contain the rates per credit for tuition and the amounts of each mandatory fee. The detail codes tell the system to which budget code the revenue should be recorded.

Action by:

Action:

Bursar

1. **Ensures** that the rules, tables, and detail codes that govern tuition and mandatory fee assessment are accurately maintained. (PRO-U5352.02B, PRO-U5352.02C, PRO-U5352.02A)
2. **Ensures** that the fee assessment process has been tested and is accurate.
3. **Documents** review of test results with name and date.

Registrar

4. **Requests** via e-mail to Bursar, authorization to begin fee assessment.

Bursar

5. **Authorizes** fee assessment via e-mail to Registrar.
6. **Periodically** reviews fee assessment process for accuracy.