

**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-U5352.02A, PRO-U5352.02B

**PRO-U5352.02C****MAINTAINING BANNER FEE ASSESSMENT TABLES****Definitions:**

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. (For example, a rule tells the system when to charge non-resident rates or resident rates.)

Banner 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.

Banner detail codes – tell the system to which budget code the revenue should be recorded.

**Action by:****Action:**

University Budget Analyst

1. **Sends** the minutes of the June Board of Trustees meeting that lists the new fee schedule for the next academic year to Student Accounting Fiscal Analyst 2.

Student Accounting Fiscal Analyst 2

2. **Reviews** tables prior to the beginning of registration for Fall Quarter.
3. **Updates** the fee tables to reflect the new fee rates approved by the Board of Trustees.
4. **Notifies** Student Accounting Supervisor that table has been updated and is ready for review.

Student Accounting Supervisor

5. **Reviews** table set up for accuracy.
6. **Documents** review with name and date.
7. **Submits** documentation on table set up to Bursar for review.

Bursar

8. **Reviews** fee table against Board approved fee schedule.
9. **Approves** fee table values for the year.
10. **Documents** review and approval with name and date.