

PROCEDURE

Effective Date: 6/7/07

Approved By: Vice President George A. Pierce

Authority: RCW 28B.15, 63; SAAM 85.54

Cancels:

See Also: POL-U5352.03

PRO-U5352.03D**APPLYING TUITION WAIVERS TO STUDENTS' ACCOUNTS**

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.

Action by:

Financial Manager

Action:

1. **Determines** that student meets the eligibility criteria established by state law for a particular waiver.
2. **Documents** the criteria used to make the eligibility determination.
3. **Notifies** Student Accounts in writing to apply the waiver to the student's account by the Friday before the first day of classes for the quarter.
4. **Files** documentation supporting award of waiver.
5. **Monitors** dollar amount of waivers awarded to ensure that the total does not exceed budget.
6. **Receives** notification of waiver award from Financial Manager and **reviews** waiver request.
7. **Records** waiver on student's account.
8. **Files** written waiver authorization in appropriate file (by waiver type).
9. **Reviews** waiver files and system reports on a sample basis to verify that entries are current and accurate.
10. **Documents** review with name and date.

Student Accounts Fiscal
Technician IIStudent Accounts
Supervisor