

**WESTERN WASHINGTON UNIVERSITY
FEE REVIEW AND APPROVAL PROCESS/SCHEDULE**

	Special Committee REVIEW and RECOMMENDATION REQUIRED			Vice President(s) Review/ Division	Budget Officers Working Group Review	PC (President) Review and Approval REQUIRED	BOARD ACTION	BOARD MEETING	Recommendation to the President for Board Consideration	Restrictions on Increases	
	Committee/ Group	Representation Faculty	Students								Admin
TUITION FEES											
Operating Fee	PPRC	yes	yes	yes	no	no	yes	yes	April even-numbered yrs	President ¹	Legislative Limits on UG resident tuition
Capital Building Fee	modifications to capital building fee are linked to the Tuition Operating Fee				no	no	yes	yes	June odd-numbered yrs	President ¹	Legislative Limits on UG resident tuition
MANDATORY STUDENT FEES											
Service and Activity Fee	S&A Fee	yes	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	UG Tuition/Bond
Student Health Services Fee	Counseling, Health & Wellness Services Advisory/ AS Board	yes	yes	yes	yes/SA	no ⁸	yes	yes ³	June ⁷	Student Affairs	Cover Costs
Student Technology Fee	AS Board/Student Tech. Committee/ Student Vote ⁵	no	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	None
Non Academic Building Fee ²	AS	no	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	Bond/Cover Costs
Student Recreation Fee (S&A Fee) ²	Campus Rec Advisory Group (S&A Fee)	yes	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	Bond/Cover Costs/ UG tuition
Green Energy Fee	Student Vote	no	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	Student Approval/Cover Costs
Student Transportation Fee	AS	no	yes	yes	yes/SA	no ⁸	yes	yes	June ⁷	Student Affairs	Student Approval/Cover Costs
ACADEMIC SELF-SUSTAINING PROGRAM FEES (FOR CREDIT and NON-CREDIT)											
Summer Session	AA Fee Committee	yes	yes	yes	yes/AA	yes	yes	yes	December	Academic Affairs	Acad Yr Tuition
Extended Education & Other	AA Fee Committee	yes	yes	yes	yes/AA	yes	yes	yes	June ⁶	Academic Affairs	Cover Costs
COURSE AND LAB FEES											
	AA Fee Committee	yes	yes	yes	yes/AA	yes	yes		<i>delegation of authority to establish schedule of fees transferred from Board to President (April 2004)</i>		I-960 ?
HOUSING AND DINING RATES											
Residence Hall rates	Residence Hall Association (RHA)	yes	yes	yes	yes/SA	yes	yes	yes	April ⁷	Student Affairs	Bond/Cover Costs
Birnam Wood Apartment rental rates	Residence Hall Association (RHA)	yes	yes	yes	yes/SA	yes	yes	yes	April ⁷	Student Affairs	Bond/Cover Costs
PARKING FEES AND CITATIONS											
	Transportation Planning Initiatives Task Force (TPITF)	yes	yes	yes	yes/BFA	no	yes		<i>delegation of authority to establish schedule of fees transferred from Board to President (June 2004)</i>		Cover Costs/ (future bonds)
SELECT MISCELLANEOUS SERVICE FEES RELATED TO STUDENTS											
Application Fee	Admissions Office with Statewide Discussion	no	no	yes	yes/SA	yes	yes	no			Cover Costs
Enrollment and Orientation Fee	First Year Experience	yes ⁴	yes ⁴	yes	yes/SA	yes	yes	no			Cover Costs
Late Fees	Internal	yes ⁴	yes ⁴	yes	yes/SA & BFA	yes	yes	no			Cover Costs
Transcript Fees	Internal	yes ⁴	yes ⁴	yes	yes/SA	yes	yes	no			Cover Costs
Graduation Fees	Internal	yes ⁴	yes ⁴	yes	yes/SA	yes	yes	no			Cover Costs
DEPARTMENTAL SERVICE FEES											
	Internal	yes ⁴	no	yes	yes/various	yes	yes	no			Cover Costs

¹ University Planning and Budgeting

² On any of the fees related to bonds, BFA is available in an advisory capacity to assist with obtaining interpretation of bond requirements

³ Board approval is not required by the Board Rules of Operation. Historically, Board approval has been indicated since this is a mandatory student fee.

⁴ Consulted as appropriate

⁵ The Student Technology Committee (STC) recommends expenditure of these revenue. AS Board recommends the fee level and applicable sunset date.

⁶ April preferred; however 2004 and 2005 approval occurred in June

⁷ These fees are approved for the academic year and summer session following the academic year.

⁸ These fees are reported by the Budget Officer's Working Group for inclusion in the WWU Fees and Rates Book