

PROCEDURE

Effective Date: 6/9/2006
Approved On: 6/7/2006

Authority: RCW 28B.15.031 Operating Fees Defined
RCW 28B.63 Commercial Activities by Institutions of Higher Education

See Also: POL-U1400.03

POL-2240

PRO-U1400.05A ESTABLISHING OR CHANGING THE AMOUNT OR PURPOSE OF A SERVICE FEE

This procedure applies to university personnel involved in establishing or changing either Departmental or Miscellaneous Service Fees.

Fees approved by the Board of Trustees (such as room and board rates) are not subject to this procedure.

Fees associated with the S & A fee process follow this procedure with a delayed timeline.

Action by

Action

Member of
Department

1. **Completes** a Service Fee Form (FMAG-SFF).
2. **Submits** completed Service Fee Form to the appropriate Chair/Director/Dean for the upcoming fiscal year.

Chair/Director/Dean

3. **Receives reviews** and **recommends** for approval or disapproval the Service Fee Form.

If approved, forwards the Service Fee Form to the

- a. Academic Fee Committee by January 15th (Academic Affairs Division);
or...
- b. to the appropriate Vice President by February 15th (all other divisions).

Vice President/
Provost

4. **Receives** and **reviews** the Service Fee Form, and supporting data.
 - a. If recommended for approval, **forwards** the Service Fee Form to the Budget Working Group by March 15th.
 - b. If not recommended for approval, **returns** the Service Fee Form to the Chair/Director/Dean.

PROCEDURE

Budget Working
Group

5. **Conducts** a review of all service fee proposals and changes.
 - a. **Reviews** uses, expenditures and account balances to validate that the proposed fee amounts to be charged to various clients are reasonable based on the purpose of the fee.
 - b. **Reviews** the purpose of all new proposed fees to ensure that no other funding sources are available or currently in place.
 - c. **Reviews** proposed fee increase to ensure that the proposed increase does not exceed the cost of goods and services to be provided.
 - d. **Reviews** fiscal and other impacts of new or changed fees upon other areas of the University.
 - e. After reviewing all of the fee proposals and changes, the Budget Working Group **forwards** recommendation for approval to the President's Council.

President's Council

6. **Reviews** the proposed service fees.
7. **Forwards** recommendations for approval to the President.

President

8. **Considers** all service fees for the upcoming academic year and **notifies** the respective Vice President/Provost of the approved service fees.

Vice President/Provost

9. **Receives** the approved service fees and advises Chair/Director/Dean of fee approval.