INTERIM POLICY

Effective Date: November 13, 2019
Approved By: President Sabah Randhawa

Authority: RCW 28B.15.740

See Also:

POL-U1400.03 Establishing and Changing Course and Lab Fees
PRO-U1400.03A Establishing a Course or Lab Fee or Changing the Amount or Purpose of an Existing Course or Lab Fee, Fixed or Variable
PRO-U1400.03B Collecting Revenue for Fixed Course and Lab Fees
PRO-U1400.03C Collecting Revenue for Variable Course and Lab Fees
POL-U1400.05 Establishing or Changing the Amount or Purpose of a Service Fee
PRO-U1400.05A Establishing or Changing the Amount or Purpose of a Service Fee

POL-U1400.04 ADMINISTERING AND SPENDING COURSE AND LAB FEES

1. The Financial Manager is Responsible for the Proper Administration of Their Course and Lab Fees

   Financial Managers are responsible for the review and reconciliation of fee funds. They must monitor fee fund balances to ensure that the level of fund balance is appropriate to support the approved purpose(s) of the fee and to formulate plans for managing fund balances when fee revenue exceeds fee expenditure.

2. Course and Lab Fee Revenue Can Only Be Spent in Accordance with the Approved Academic Fee Form

   Financial Managers may only spend course or lab fee revenue on expenditures which support the course as detailed in the “Fee Purpose” section of the approved Academic Fee Form for the course. An equipment repair/replacement schedule must be maintained for approved equipment fees.

3. Academic Budget and Administration Reviews Course and Lab Fee Fund Activity

   Academic Budget and Administration will regularly review fee revenue, expenditure, and fund balances to validate that the fee amounts charged to students are reasonable based on the actual amount of course-related expenses for the approved fee or projected equipment needs.