Fee Request Form

Department Name & Number: Student Accounts

Course # & Title or Activity: N/A
(If cross listed both course numbers/titles must be included.)

Project/Grant ID #: 32484000

Type of Request:

X New Fee

Increase Existing Fee
Decrease Existing Fee
Deletion of Existing Fee (Complete justification section only)
Prefix/Curriculum change (list old to delete and new to add)

Current fee amount (each, n/a if new fee):

$ N/A

Requested fee change (each, increase/decrease; n/a if new):

$ N/A

New or Revised fee requested (each):

$ 1% of past due balance

Course or Activity Description:

N/A

Justification – reason for the fee and/or change, impact on fee payers, impact on activity if approved, impact if not approved:

The Washington State Administrative and Accounting Manual (SAAM 85.54.50.c) requires that CWU charge a 1 percent per month interest charge on past due accounts.

Criteria for Charges (5.80.020 refer to listing attached):

The 1 percent will be charged to all past due accounts each month. Some charges may be excluded from the 1 percent if governed by an existing contract or it is prohibited, such as the current housing contracts. The 1 percent will be assessed using the simple interest calculation. Also, students on the payment plan will be excluded from the 1 percent fee.

Projected 3 year annual enrollment or number of fee payers:

The number of students who are past do each month varies.
Use of revenue (itemized list of projected annual expenses and dollar amounts with a total annual dollar amount anticipated to be expended):

The revenue will be used to cover the costs associated with collecting on the accounts.

Methodology for determining the fee (Example: determined by dividing annual expenses by the number of fee payers? Flat rate set by a formula? Flat rate increased by an inflation factor?):

The fee will be 1 percent of the past due balance.

Example:

Past Due Balance: $300
1 percent fee: $3

Anticipated revenue for upcoming three years:
(ex: number of fee payers * requested fee = annual revenue)

The monthly revenue projection is $20,000 which is projected to be $720,000 in three years.

Alternatives Considered to an Increase:

Not applicable.

Date of Last BOT or President Action (if known):

Requestor: Adrian Naranjo (title) Director of Student Financial Services

Dean or Vice President: ___________________________ (Signature)

Print Dean or Vice President’s Name: Joel Kluckin

(Date)

Form must be completed, approved and e-mailed to twolford@cwu.edu by January 31 to be considered for approval per policy 2.10.030. Approved fees will be effective the next academic year.
CWUP 5-80-010 Intent of State-Supported Course Fees

Fees collected for a given course must be expended on that course for the purposes specified when the fee was proposed. Course fees are to be considered exceptions to standard budgeting procedures and implemented if they meet the criteria of CWUP 5-80-020. Extensive use of fees, either in number or in total cost, should be discouraged within a single department, especially if the courses with fees are required for the major. Any course fee project with a balance above 10% of the average for the revenue received during the last three years, is subject to review and/or change by the budget and finance committee in collaboration with the provost. Deficits are not allowable in course fee projects. Appropriate uses of funds for state-supported courses are outlined in policy 5-80-020 section (1).

CWUP 5-80-020 Criteria for Fee Charges

Fees may be proposed if they meet one of the following three criteria:

(1) Criteria for State-Supported Programs: fees may be charged sufficient to cover the costs of any of the following:

1. The use of a facility that is required for a specific course, or course experience, but is not a part of the university’s facilities;
2. Materials used to produce a product or project that becomes the property of the student;
3. Materials required for a specific course or course activity that cannot be reused;
4. Materials required for a specific course or course requirement that can be provided for students at a lower cost to students through volume purchasing;
5. Materials used by a student who chooses to utilize additional resources above the standard resources provided to all students to complete course requirements or chooses to upgrade the materials used to complete the requirements;
6. Transportation for students on field trips required for a specific course or specific course experience;
7. The purchase and maintenance of equipment and software specific to the course;
8. Occasional technical, safety, chemical hygiene, and lab/field assistant support;
9. Private lessons in vocal or instrumental music; and
10. Test fees.

(2) Criteria for Self-Support Programs: fees may be charged sufficient to cover the costs of the program, including the following:

1. Promotion and delivery;
2. Overhead of the unit;
3. Contingency funds of the unit;
4. Funds to develop new programs;
5. Appropriate costs to support the other programmatic goals of the unit; and
6. Other costs of the unit in providing services.

(3) Other Fees – Other fees may be charged sufficient to defray costs for non-compliance with university policy.

Tuition, mandatory fees, housing and dining room and board rates require Board of Trustee approval as outlined in procedure 2-10-030.

This policy is not intended to govern retail and resale products and services in Auxiliary, Student Activities, Health and Counseling and Internal Services.