

Criteria for Fee Changes

University Operations – Financial Management

CWU Policy 202-06

Effective: May 28, 2014

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Finance and Business Auxiliaries

Policy Statement:

Applicability:

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:

- A. 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;
- B. Materials used to produce a product or project that becomes the property of the student;
- C. Materials required for a specific course or course activity that cannot be reused;
- D. Materials required for a specific course or course requirement that can be provided for students at a lower cost to students through volume purchasing;
- E. 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;
- F. Transportation for students on field trips required for a specific course or specific course experience;
- G. The purchase and maintenance of equipment and software specific to the course;
- H. Occasional technical, safety, chemical hygiene, and lab/field assistant support;
- I. Private lessons in vocal or instrumental music; and

J. Test fees.

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

- A. Promotion and delivery;
- B. Overhead of the unit;
- C. Contingency funds of the unit;
- D. Funds to develop new programs;
- E. Appropriate costs to support the other programmatic goals of the unit; and
- F. 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.

- A. Tuition, mandatory fees, housing and dining room and board rates require Board of Trustee approval as outlined in CWU 202-06 – Appendix A.
- B. This policy is not intended to govern retail and resale products and services in; Auxiliary, Student Activities, Health and Counseling and Internal Services.

(4) As governed by RCW 28B.15.610 students are authorized to create or increase voluntary student fees for each academic year when passed by a majority vote of the student government, or a referendum presented to the student body. Additionally any increases to voluntary student fees must be approved by a majority vote of the ASCWU-SG or referendum presented to the student body.

The following fees are classified as voluntary student fees:

- A. Athletic Fee
- B. Central Transit Fee
- C. Student Lobby Fee
- D. Math and Writing Tutoring Fee

(5) Changes to the Student Health and Counseling Fee and the Wellness Fee must go before an advisory vote of the ASCWU-SG or the student body prior to any action being taken by the Board of Trustees.

(6) The Student Technology Fee as governed by RCW 28B.15.051 may be abolished by a majority vote of the ASCWU-SG. Changes to the student technology fee must be agreed upon by both the Board of Trustees and the ASCWU-SG.

(7) Guidelines for Service and Activity Fees are established under [CWU 801-02](#).

History:

12/04/2013; Responsibility: Academic Finance Manager; Authority: VP for BFA; Reviewed/Endorsed by BFC; Reviewed/Endorsed by Provost's Council; Cabinet/UPAC; Review/Effective Date: 05/28/2014; Approved by: James L. Gaudino, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-80-020, June 2025

Procedure CWUR 2-10-030 attached as Appendix June 2025

Appendix A - Requesting Establishment of or Alteration to a Fee

- (1) A request to establish or alter a fee must first be approved by the college dean or department administrator then forwarded to the division head for review. The submission deadline is January 31. Any forms received after the deadline may be returned by the division head. If the request meets the established criteria outlined in CWU 202-06 Criteria for Fee Changes, it may be included in the proposal forwarded from the division head to the budget & finance committee. If recommended by the budget & finance committee, the request will be forwarded to the president.
- (2) Tuition, mandatory fees, and housing and dining room and board rates are subject to board of trustee approval. Action is generally taken during the June meeting.
- (3) Fees approved by the president and/or the board of trustees will be forwarded as part of the university's budget submission to the office of financial management (OFM) and the legislature. Fees approved by the legislature will be implemented in accordance with the budget bill. Publication of a new fee or adjustment to established fees will be completed in accordance with [CWU 202-09 Establishment of Fees and Charges](#).
- (4) Fee request submissions as a result of state or federal mandate may be processed as an exception outside of the January 31 timeline and routed as outlined above for approval.