

Establishment of Fees and Charges

University Operations – Financial Management

CWU Policy 202-09

Effective: February 16, 2020

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Finance and Business Auxiliaries

Policy Statement:

Applicability:

Content:

Policy

- (1) Fees and charges are those amounts assessable to students and other clientele as appropriate by Central Washington University. Proposals to establish or alter fees and charges must be placed in writing as a request and include a justification. All proposals must be submitted to the appropriate administrative officers for review. Approval of charges for goods, individualized services, or interdepartmental services may be approved by the administrative office.
- (2) Establishment of, or alteration to, mandatory student fees (fees required of all participants in an activity) including but not limited to: tuition and fees, special course fees, academic service fees, room and board charges, fines, penalties, deposits, etc., must be submitted to the president's cabinet and the board of trustees for approval. The proposal must be effective at a future date and in no case be retroactive.
- (3) The annual university catalog is the document used for the publication of fees and charges. If a new fee or charge is created or adjustment is made in established fees or charges during a school year, publication of such information must be made by at least two of the following methods:
 - A. Publishing in the forthcoming issue of "The Observer";
 - B. Inclusion in the forthcoming issue of the "CWU Bulletin";
 - C. Distribution of a separate printed notice to those persons involved;

D. Posting on the various bulletin boards around campus. The administration of the fees and charges as approved shall be the responsibility of the department assigned by the president's cabinet. In cases where the fees should be increased, decreased, or eliminated, such analysis shall be performed by the responsible department.

(4) The responsible department may then assess fees and charges using one of the following means:

- A. Enter charge on the billing/receivable system;
- B. Give the student a form which the student shall mail or deliver to the cashiers' office for receipting when payment is made;
- C. List the student names and amounts when a number of students are involved in the same activity, such as housing and food service charges, accompanied by a charge/credit invoice as the control document;
- D. Make more than one copy of other individual charge tickets, such as traffic or parking violations.

(5) Assessed fees and charges will be collected by the cashier's office. Specialized cashiering offices are located in the Wildcat shop, off-campus sites, and the Student Union and Recreation Center. Other specialized cashiering offices may be established elsewhere on campus as approved by the vice president for business and financial affairs. At no time will the cashier's office assess fees and charges. Fees and charges will be accounted for through the accounting office.

(6) Delinquency Policy.

- A. Tuition and fees are due at the beginning of the quarter and must be paid by the sixth day of instruction. Tuition and fee adjustments will be made for adding and/or dropping a course prior to the sixth day of instruction. Fees will be assessed for adding courses after the fifth day. A \$50.00 late fee will be assessed on unpaid tuition and course fee balances after change of schedule period. Students who have not paid full tuition and fees by the 30th calendar day of the quarter will be assessed a \$75 tuition nonpayment fee. A hold will be placed on their student record and they will be liable for 100% of tuition and fees. Students will receive notification to their CWU email account. Students must have their student financial account current prior to registering for future quarters or receiving other university services. Housing and dining charges must be paid in accordance with the contract agreement. Other assessed fees must be paid within 30 days of their respective due dates.

(7) Guaranteed Funding

- A. A student with an outstanding balance will not be considered delinquent if the student has proof of a guaranteed source of funds such as:
 - 1. Promissory note for guaranteed student loans; or, other financial aid funds.
 - 2. Verification of award from a sponsor for scholarship, vocational rehabilitation, a private firm, or other third party. Students shall have the right to appeal any charges, penalties, fees, registration calculations, cancellations, and housing evictions in accordance with existing university policy and state regulations.

B. CWU will not impose any penalty (to include late fees, denial of access to classes, libraries or other facilities), or require that a covered individual borrow additional funds due to the delay disbursement of payment of CH 31 or CH 33 VA Educational Benefits.

1. Student is required to provide to the Veterans Center a certificate of eligibility/or VA Form 28-1905 for entitlement to educational assistance under chapter 31 Vocational Rehabilitation and Employment (VR&E) or 33 Post 9/11 GI Bill® no later than first day of term.

(8) Student financial services billing and receivables is responsible for the collection of any past due receivables owed to the university. Pursuant to WAC 19.16.500, the university may retain collection agencies to collect university past due or delinquent receivables. The student financial services billing and receivables office is responsible for referring delinquent accounts receivable to the collection agencies under contract with the university.

(9) Check Cashing Policy.

- A. The cashier's office will accept personal or payroll checks only for payment of university fees; Identification cards, driver's licenses, and other types of identification are required before accepting checks. If there is any question as to the authenticity of the check, signatures may be compared. Personal or payroll checks will not be cashed; checks will not be accepted from those with a history of writing bad (NSF) checks. The university reserves the right not to accept or cash personal checks at any time.

(10) Credit Card Policy.

- A. The cashier's office will accept authorized credit cards for payment of university fees. Credit balances that are the result of a credit card payment will normally be refunded back to the original credit card number.

(11) Refund Policy.

- A. Credits balances resulting from financial aid are refunded automatically. Credits balances from other payments are refunded at the request of the student, the initiating department, or by review of credit balances by student financial services. Refunds may be made via check or electronic direct deposit to any U. S. checking or savings account. Payments made by credit card are normally refunded back to the original credit card from which the payment was made. Refunds take one to three working days to process.

History:

*Responsibility: Academic Finance Manager; Authority: VP BFA; reviewed/endorsed BFC; Cabinet/UPAC review effective date: 12/04/2013; 08/21/2019; 02/16/2020; approved James L. Gaudino, President.
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-20-050, June 2025*