

## CCS Administrative Procedure

### 5.05.01-C Application Fee

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#### Implementing Board Policy [5.05.01](#)

Contact: Chief Financial Officer, 434-5275

#### 1.0 Purpose

The application fee is a one-time fee assessed to all students applying to Spokane Community College (SCC), Spokane Falls Community College (SFCC), or the Institute for Extended Learning (IEL).

#### 2.0 Limitations and Requirements

- 2.1 The application fee is **non-refundable**. The fee covers the cost of applying to the college and is assessed and recorded at the time the application for admission is received and processed by the college.
- 2.2 An outstanding (unpaid) application fee will not result in a registration hold if the student completes the registration process and attend SCC, SFCC, or the IEL within one year of receipt of the application for admission.
- 2.3 If the student fails to attend after one year and the charge remains unpaid, the student will receive a statement of account reflecting the outstanding charge. The student will be placed on registration hold at that time.

#### 3.0 Fee Disputes

Concerns and/or disputes regarding assessed fees must be submitted in writing to the CCS Chief Financial Officer at the following address:

Community Colleges of Spokane  
Attention Chief Financial Officer, MS 1006  
PO Box 6000  
Spokane, WA 99217-6000

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Originated: August 2005