

## CCS Administrative Procedure

### 5.05.01-F Lab & Course Fees and General Administrative Fees

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

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#### 1.0 Purpose

Community colleges in Washington State are authorized to assess fees for various products and services. These include tuition and fees as defined by the Revised Code of Washington (RCW) and Washington Administrative Code (WAC), student lab and course fees, and other administrative fees. Fees are incorporated in the official tuition and fee schedule approved annually by the Board of Trustees. Certain fees also require approval of the Washington State Legislature. Additionally, certain groups of students or customers may be exempt from certain fees or eligible for full or partial fee waivers. This procedure establishes guidelines and procedures for lab and course fees, general administrative fees, and special purpose fees.

#### 2.0 Limitations and Requirements

- 2.1 The goal of CCS is that revenue generated from fees charged to students directly benefits the students who pay those fees. Generally, this means that the revenue should be spent on the program for which it is collected and within the same academic year it is collected. Carryforward balances in fee revenue budgets, if any, should be reasonably matched to the purpose of the fee. Fee rates are set based on detailed analysis of the cost of the stated purpose; revenue and expenditures are subject to review by the district business office.
- 2.2 General administrative fees include those such as application, registration, graduation, testing, insurance, transcript, and parking fees; fines/forfeitures and replacement charges; and rental charges for lockers, calculators, or instruments.
- 2.3 Lab and course fees may be charged for those courses that have an unusual amount of consumable laboratory supplies and materials, that include special services or activities required by and directly related to the course/program of study, or that provide items required for the course/program of study that the student will keep at the end of the program.
  - 2.3.1 Lab and course fees that cover more than material cost recovery must be approved by the state legislature; see Appendix A, below.
  - 2.3.2 Lab and course fees that are used purely for material cost recovery are not subject to legislative approval; see Appendix B, below.
  - 2.3.3 Lab and course fee revenue may not be used for ongoing support of faculty or administrative staff salaries except as noted below, or for staff/faculty travel not associated with student travel.
    - 2.3.3.1 Lab and course fee revenue may be used to support salaries and benefits of employees providing direct in-class supervision of student activities (such as laboratory technicians, classroom monitors, or tutors) or direct services to students related to the educational program.
    - 2.3.3.2 Support of faculty/staff traveling with students on field trips is allowable.
  - 2.3.4 Instructional sales revenue is not considered fee revenue and should be managed in an account separate from lab and course fee revenue.
  - 2.3.5 Fees set to “pass through” the costs of instructional or related services that are provided by contract (e.g., contracted on-road truck driving training, flight instruction time, or professional accreditation/licensure and testing services) are allowable upon initial approval by the Board to charge the fee. Adjustments to the “pass through” fee rates are permissible to cover periodic adjustments in vendor/contractor charges.

- 2.4 Special Purpose Fees must be approved by the Board of Trustees; they may be charged to support extraordinary needs that cannot be met with lab and course or general administrative fees.
- 2.5 Any fee may be determined to be subject to additional legal or external policy restrictions, which shall govern their implementation and use.

**3.0 Exclusions from this procedure:**

- 3.1 "Tuition and fees" (as defined by law): Tuition, comprising operating fees, building fees, and services and activities fees, is approved annually by the Board of Trustees as part of the budget process.
- 3.2 Services and Activities (S&A) and Technology fees: established in conjunction with student government and are addressed in separate procedures.
- 3.3 Facility use/rental rates: established in accordance with administrative procedure 6.10.02-A Facility Use Fee and Waiver.
- 3.4 Fee rates for self-support and contract classes, child care services, and instructional or commercial sales: established by the managing department. The managing department is responsible for developing and maintaining price or fee lists for departmental sales/fee activities.

**4.0 Lab and Course Fees**

- 4.1 CCS reviews lab and course fees and general administrative fees annually as part of the budget development process. The fee review typically begins during winter quarter.
  - 4.1.1 Vice presidents of instruction will consolidate and submit fees associated with their areas of responsibility to the business office in accordance with the published schedule.
  - 4.1.2 Upon review by the Vice Presidents' Council and approval by the CCS Cabinet, the proposed fee schedule will be presented to the Board of Trustees for their consideration and approval (generally at the May or June board meeting).
  - 4.1.3 Fees requiring legislative approval follow Office of Financial Management (OFM), State Board and legislative schedules and guidelines. It is the goal of CCS to implement fee additions and changes in the fall quarter.
- 4.2 Submissions for fee changes and new fees require: (1) specific explanation and justification for charging the fee; (2) description of who will be charged the fee and how; and (3) an analysis of the costs and projected revenue used to determine the amount of the fee. Fees requiring legislative approval must also include a 10-year revenue projection.
- 4.3 Departments should keep adequate records on individual fee revenue and expenditures to ensure the existence of an adequate audit trail and justification for adjustments to fees.
- 4.4 The annual fee review described in section 4.1, above, includes a fiscal analysis of fee collections, expenditures, and account balances. The fiscal analysis may result in recommendations from the district business office to adjust fee amounts to ensure revenue collections approximate expenditures.

## 5.0 Refunds

- 5.1 Fee refunds for students including those receiving financial aid are governed by applicable state and federal laws. Refund schedules are published in the quarterly class schedule.
- 5.2 Generally, fees are refundable based on the established schedules. Fees may be coded as non-refundable when students receive personalized or non-returnable materials or one-time services.

## 6.0 Related Information

- 6.1 [Appendix A](#) – SBCTC I-960 Fee Guidance
- 6.2 [Appendix B](#) – Consumable vs. Equipment Guidance
- 6.3 Administrative Procedure [5.05.01-E Student Technology Fee](#)
- 6.4 Administrative Procedure [6.10.02-A Facility Use Fee and Waiver](#)
- 6.5 [CCS Governance Model for Services & Activities Fees](#)
- 6.6 [RCW 28B.15](#).020; 025; 031; 041; 610 (College and University Fees)
- 6.7 [WAC 131-28](#) Tuition and fee charges
- 6.8 SBCTC Policy Manual [5.80](#) Tuition and Fees

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**Cabinet approval:** March 15, 2010; May 9, 2011

## **Appendix A**

State Board for Community & Technical Colleges (SBCTC) listing of fees subject to and exempt from the provisions of Initiative-960 (I-960), passed by the voters of Washington State in November 2007.

### **A.1. Fees Affected by I-960**

- Tuition (addressed by SBCTC for the system)
- Application fees
- Lab fees when fee covers more than materials recovery charges (includes fees covering any salary and benefits for laboratory technicians, classroom monitors and tutors)
- Testing fees
- Technology fees when not student voted
- Matriculation and graduation fees
- Transcript fees
- Comprehensive fee when not student voted
- Commute trip reduction fee
- Class withdrawal fees
- Late enrollment fee
- International contract enrollment fee

### **A.2. Fees Not Affected by I-960**

- Student fees or charges which the students voluntarily maintain upon themselves for student purposes only. ([RCW 28B.15.610](#))
- Lab fees solely for materials recovery charges
- Fees charged to clinical patients
- Charges for work performed such as in automotive programs etc.
- Charges for housing and food services
- Charges for goods and services of the bookstore
- Fees for contract training
- Fees for continuing education (non-state supported) programs
- Parking fees
- Returned check fees
- Fines and forfeitures

**Appendix B**

Fees collected solely for material cost recovery (consumables) are generally not subject to the provisions of I-960 (requiring legislative approval). Lab and course fee revenue may not be used for the initial purchase of new or additional equipment, but may be used for replacement of existing equipment.

**Definitions:**

**Tools/Uniforms:** Items required for personal, in-class use that are kept by the student at the end of the class or program of study. *If the fee revenue is used only for this category the fee should not be subject to I-960.*

**Consumables:** Individually used supplies and materials; may be charged to students. *If the fee revenue is only for this category, the fee should not be subject to I-960.*

**Durables:** Supplies and materials used communally in the classroom that wear out or are consumed and require replacement multiple times in an academic year. *If the fee revenue is used only for this category, the fee should not be subject to I-960. However, close tracking and additional justification may be required.*

**Equipment:** Repair, maintenance or replacement of equipment, tools or materials used communally in the classroom that have an expected life span of more than one year. *If any portion of the fee revenue is used for these purposes, the fee is subject to I-960 and may only be added or raised with approval of the state legislature.*

**Laboratory Technicians/Monitors, Tutors, etc:** Salary and benefits of short term, part time temporary employees providing direct in-class services to students. *If any portion of the fee revenue is used for these purposes, the fee should be considered subject to I-960 and may only be added or raised with approval of the state legislature.*

The following chart outlines some examples to help determine whether a fee may be subject to I-960.

Department	Tools/Uniforms	Consumables	Durables	Equipment
Art		Clay, Metal, Paint, Canvas	Shaping Tools, Brushes	Pottery Wheels, Bats, Anvils, Hammers, Easels
Hospitality	Orlando's or Bakery Uniforms, Knife Sets	Food, Beverages		Mixers, Pots, Pans
Cosmetology	Tool Sets	Shampoo, Rinse, Gel		
Chemistry/Science		Chemicals	Test Tubes, Flasks, Slides	Chromatographs, Spectrometers, Microscopes
Business/Computer		Paper	Ink/Toner Cartridges	Printers, Plotters
Machine Shop		Metal/ABS, Cutting Oil, Welding Wire/Rod	Drill Bits, Cutters, Saw Blades	Drill Presses, Lathes, Mills, Welders, Saws