

UNIVERSITY OF WASHINGTON
OFFICES OF THE REGISTRAR AND STUDENT ACCOUNTS
REQUEST TO ADD OR CHANGE A COURSE FEE

Course Prefix and Number: _____

Amount of Course Fee: _____

Budget Number: _____

Fee Type (circle): [1] In addition to tuition [2] In place of tuition [3] Auditors are not charged.

Course fees are charged for some course sections in addition to tuition. Academic departments, with the approval of the respective Dean or Director, may add course fees to specific sections. **New course fees in excess of \$50 must also be approved by the Office of Planning and Budgeting.** Please forward your request to budget@uw.edu with the following information: number of students expected to enroll, how often the course will be offered, and a brief description of how the funds will be used.

This form is submitted to add or change a fee for a course. Once this authorization is received by the Room Assignments/Time Schedule Office, the Time Schedule Coordinator for the department will need to contact the Room Assignments/Time Schedule Office at times@uw.edu to attach the fee to the appropriate section(s).

At the beginning of each academic quarter, students who are registered in a course that has a fee attached to the SLN, will be charged and billed for that fee in addition to normal tuition. The charge will also result in a credit entry to the budget of the academic department.

The course fee is subject to the same billing and collection process as tuition. Tuition and Fee statements are mailed to students at the beginning of the quarter. Payment is due by the third Friday of the quarter and a late fee is charged for past due balances. Any Financial Aid the student is receiving will apply to the Course Fee. Non-payment by the 5th week results in a registration and transcript hold on the student's record. Non-payment by the 6th week may result in cancellation of registration. Non-payment by the end of the quarter results in the account being turned over to an outside collection agency and reported to the student's credit bureau.

If the student drops the course by the 14th calendar day of the quarter, the Course Fee is automatically cancelled from the student's account. If the course is dropped after the 14th calendar day, the Course Fee is presumed to be owed and remains on the student's account. Cancellation of the Course Fee after the 14th calendar day must be processed by the academic department. Departments may request access to the Student Accounts database to cancel or adjust the fee for specific students. The Student Accounts Office will provide access and training to designated individuals in the academic department for this purpose. These fees cannot be cancelled after the end of the academic quarter. Departments must request a refund from the departmental budget through the General Accounting Office for any other type of adjustment.

It is recommended that departments establish and publish a refund policy for adjustments to a course fee after the second week of the quarter.

I concur with these procedures and request that this fee be added to the course listed above.

Department

Signature of Dean

Date

Office of Planning and Budgeting Approval (if fee over \$50)
(Signature above or attach approving email)

Date

SUBMIT FORM TO THE ROOM ASSIGNMENTS/TIME SCHEDULE OFFICE, BOX 355850