



PROCEDURE

Policy Name:	College Fees
Policy Number:	3601
Applicable Code/Law:	RCW 28B.15

Procedural Guidelines

All amendments to the “Schedule of College Fees” will be adopted through the applicable college governance procedures and in accordance with the following general guidelines:

- A. Tuition—State law, past practices and equity will be considered when establishing tuition fee amounts.
- B. Fees related to courses—Such fees may be established to meet a critical need for reimbursement of expendable materials costs, for the rental of necessary equipment and/or facilities, to obtain insurance coverage when required or to purchase course materials, etc., on a volume basis which will constitute a savings for the students.
- C. Workshop and conference-related fees—The fee charged will be adequate to cover all incurred expenses relative to the workshop, conference, etc.
- D. Other fees and fines—The need for and amount of these charges will be determined by the relevant bodies and processes of the college governance system.