

W UNIVERSITY of WASHINGTON TACOMA

Request to Add or Change a Course Fee

Note: to be filled out in consultation with the Program Administrator <input type="checkbox"/> Add New Course Fee <input type="checkbox"/> Change Existing Course Fee		Quarter Effective: _____ Beginning Academic Year 20__ - __	
Course Prefix and Number:	Course Name:	Worktag:	
Proposed Fee:		If the course is already listed on the Time Schedule, which quarters does this new fee effect?	
Previous Fee, if any:			
Total number of students expected to enroll per class:		How often will the course be offered in an academic year?	
Fee Type: <input type="checkbox"/> Lab (1) <input type="checkbox"/> Studio (2) <input type="checkbox"/> Immunization/medical (3) <input type="checkbox"/> Supplies (other than lab) (4) <input type="checkbox"/> Field trip (5) <input type="checkbox"/> Technology support (6) <input type="checkbox"/> Distance learning support (7) <input type="checkbox"/> Other (explain) (9): _____			
Justification: Please provide detailed information regarding expenditures of course fees. The request must include an explanation of why the fee is needed and how it will be used. <i>Please be specific or the fee process may be delayed.</i> (Course fees exceeding a total amount of \$50 must be approved by the Office of Planning & Budget). Attach further information, if more space is needed.			

<div style="background-color: black; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> Submit form to: </div> <div style="text-align: center;"> Office of the Registrar University of Washington Tacoma Campus Box 358400 1900 Commerce Street Tacoma, WA 98402 </div>	<p>I acknowledge that this request has gone through a student review process. I have read these procedures and agree that this requested fee be added to the course listed above.</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 40%;"></td> </tr> <tr> <td style="text-align: center;">Dean/Director</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Program Administrator</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Associate Vice Chancellor/Finance</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Vice Chancellor/Academic Affairs</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Provost/Director of Planning & Budget (Required, if over \$50, or course fee increase is in excess of 10% of prior approved amount)</td> <td style="text-align: center;">Date</td> </tr> </table>			Dean/Director	Date			Program Administrator	Date			Associate Vice Chancellor/Finance	Date			Vice Chancellor/Academic Affairs	Date			Provost/Director of Planning & Budget (Required, if over \$50, or course fee increase is in excess of 10% of prior approved amount)	Date
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Office Use
 Processed by _____
 Date _____
(forward to Dept & AVC Financial)

Request to Add or Change a Course Fee

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. The course fee will be applied to the academic department's course fee worktag indicated on the form. **Course fees may not be added or changed to an existing course in the Time Schedule, after the registration period has begun.**

Course Fees in Excess of \$50: Any course fees, for new or existing courses, that exceed a total amount of \$50 must also be approved by the Office of Planning & Budget. A final review of course fees in excess of \$50 will be done once the initial Tacoma campus review and approval is complete. *Please allow additional time for review, if the requested fee will exceed a total amount of \$50.*

It is the responsibility of the Department to notify the Office of the Registrar of any additions or changes in fees to existing courses in the Time Schedule.

How the fees are applied to students:

- 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 end of the quarter results in the account being turned over to an outside collection agency and reported to the student's credit bureau or may impact the student's credit rating.

Refunds:

- If the the course is dropped 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 a course fee after the 14th calendar day is processed by the Office of the Registrar.
- These fees cannot be cancelled after the end of the academic quarter.
- Departments must request a refund from the departmental budget for any type of adjustment starting with the Office of the Registrar.
- It is recommended that departments establish and publish a refund policy for adjustments to a course fee after the second week of the quarter.

Instructions:

- Fill out all fields of the form.
- Obtain signatures from Dean/Director and Program Administrator.
- Submit form with any supporting documentation to the Registrar at UW Tacoma. From here, the Registrar will circulate the request form for the remaining required signatures.

For more information, visit [https://www.tacoma.uw.edu/registrar/academic-scheduling and review section for adding/changing course fees.](https://www.tacoma.uw.edu/registrar/academic-scheduling-and-review-section-for-adding/changing-course-fees)