CCS Administrative Procedure
5.05.01-E   Student Technology Fee

Implementing Board Policy 5.05.01
Contact: District Director of Budget & Administrative Services, 434-5190

1.0   Purpose

The student technology fee is a credit hour based fee charged in accordance with these procedures to be used for the purchase of instructional related resources and equipment. The fee was established through approval of the respective student government associations at Spokane Community College (SCC), Spokane Falls Community College (SFCC), and the Institute for Extended Learning (IEL) and was adopted by the CCS Board the Trustees.

2.0   Limitations and Requirements

2.1   The technology fee is charged each quarter to eligible students enrolled in eligible classes (per section 5.0, below), at the rate published in the Tuition, Fees and Waivers Schedule.

2.1.1   Changes in the amount of the fee must be approved by the respective student government associations and adopted the Board of Trustees; once approved the changes become the basis for future charges.

2.1.2   Changes in the amount of the fee must be recommended to the Board by May 1. Approved changes will be implemented the subsequent fall quarter.

2.2   The respective student government associations may abolish the fee by a majority vote.

2.2.1   The vote of the respective student government associations must be made by the end of the fall quarter prior to the fall quarter in which it is recommended to cease collecting the fee.

2.2.2   The Board of Trustees shall be notified of the student government vote and shall adopt the student government's action to abolish the fee.

2.3   The revenue from this fee shall be used for broadly defined technology related activities used in support of the learning environment and the priorities established at each institution. For example, all equipment (whether computer-related or not), software and networking used in support of educational pursuits at SCC, SFCC or the IEL are allowable expenditures from this revenue source.

2.4   SCC, SFCC and the IEL shall establish Technology Fee Committees to accept and recommend expenditures of technology fee revenues. The committees shall have student representation.

2.5   Approved lab and course fees and other fees may apply in addition to the student technology fee.

3.0   Budgeting and Spending Technology Fee Revenue

3.1   The technology fee committees at SCC, SFCC and the IEL prepare an annual budget (spending plan) by May 1 each year.

3.1.1   The annual budget is for the period of July 1 through June 30.

3.1.2   The maximum spending authority is provided by the district business office and is based on an estimate of technology fee revenue to be collected during the ensuing academic year.

     3.2   The respective student government associations vote to endorse the annual budget and recommend approval by the Board of Trustees.

     3.3   The Board of Trustees considers the budgets as presented and takes action to approve technology fee budgets effective July 1 of each year.

     3.4   No more than 100 percent of the approved budget shall be spent during the fiscal year (July 1 – June 30).

4.0   Expenditures

     4.1   Allowable Expenditures.

            Allowed expenditures are limited to the following categories and must have a direct benefit on classroom and laboratory resources, including an adequate number of open lab stations available for use by all students.

          4.1.1   PC computers, monitors, printers and work stations.
          4.1.2   Network services, routers, switches, wiring.
          4.1.3   Maintenance contracts and support for the above.
          4.1.4   Software purchases, including licenses and maintenance agreements.
          4.1.5   Instructional materials and equipment used to enhance the teaching and learning environment, i.e. tools, equipment, manuals, CD's.
          4.1.6   Salary support for part-time and student technicians and lab assistants.
          4.1.7   Purchase of technology equipment and related maintenance support. For example, medical diagnostic equipment or technology equipment used in the trades and crafts.

     4.2   Non-Allowed Expenditures

          4.2.1   Salary costs of full-time or salaried employees.
          4.2.2   Expenditures for which specific appropriations have been received from the state or other outside entities.
          4.2.3   Books or materials which normally and traditionally are purchased by the students at the student bookstore. For example, books, software, or supplies which become the property of the student.

5.0   Applicable Classes and Students

     5.1   The technology fee applies to:

          5.1.1   State support credit classes.
          5.1.2   Audit of state support credit classes.
          5.1.3   Independent study.
          5.1.4   International students.
          5.1.5   Employee tuition waivers.
          5.1.6   Non-credit state support classes.
          5.1.7   Self-Support (credit) classes.
          5.1.8   Emergency Medical Technician and Paramedic Continuing Education (student fee pay status – FPS 93)
          5.1.9   Running Start students (not eligible for need-based waiver – FPS 54).

     5.2   The technology fee DOES NOT apply to:

          5.2.1   Running Start students (eligible for need-based waiver – FPS 50).
          5.2.2   Certain Ungraded classes (senior citizens, apprenticeship, journeyperson, parent co-op, ABE, ESL, GED prep, high school completion, college prep).
          5.2.3   Contracted classes.
          5.2.4   Community Service, self-support classes.

6.0 Effective Date and Duration

The fee continues unless modified or abolished in accord with section 2, above.

7.0 Refunds

The technology fee is refunded to students upon withdrawal from college or reduction in load according to the published refund schedule for tuition.

8.0 Modification of Rules and Procedures

These rules and procedures may be modified at least two quarters prior to the next academic year with concurrence of the respective student government associations and approval of the college and district administration.

9.0 Related Information

9.1 RCW 28B.15.610 – Voluntary Fees of Students

9.2 CCS Tuition, Fees and Waivers Schedule