

CCS Administrative Procedure

5.05.01-G Student Voluntarily Imposed Fees

Implementing Board Policy [5.05.01](#)

Contact: District Director of Budget & Administrative Services, 434-5190

1.0 Purpose

Students of Community Colleges of Spokane (CCS), acting through the established student government associations at Spokane Community College (SCC), Spokane Falls Community College (SFCC), or the Institute for Extended Learning (IEL), or by referendum to the student body of their college or the collective student bodies of the colleges or the district, may impose or maintain fees on themselves as provided by Washington law. Student voluntarily imposed fees may be charged per student, per credit hour, or per quarter. When established in accordance with these procedures, the CCS Board of Trustees will formally adopt the fee. Student voluntary fees shall be used for the specific purpose outlined, and administered jointly by the district administration and student government association(s) as provided when adopted. These fees will be managed in accordance with all laws and district policies and procedures, as applicable.

2.0 Limitations and Requirements

- 2.1 A student voluntarily imposed fee would be charged each quarter to eligible students enrolled in eligible classes as provided below, at the rate established and adopted by the Board of Trustees.
 - 2.1.1 New fees or changes to existing fees must be approved by the respective student government associations or by student body referendum and adopted by the Board of Trustees. Once approved the new or changed fees become the basis for future changes.
 - 2.1.2 New fees or changes to existing fees must be recommended to the Board no later than the Board's normally scheduled fee approval meeting. Adopted changes will be implemented the subsequent fall quarter.
- 2.2 A student voluntary fee may be abolished by a majority vote of the respective student government associations or student body referendum. The Board of Trustees shall be notified of the student government or student body vote at its next regularly scheduled meeting and shall adopt the students' action to abolish the fee.
- 2.3 The revenue from student voluntary fees shall be used for the specific purpose as defined and outlined by the students themselves.
 - 2.3.1 The proposal for any student voluntary fee shall include a written procedure governing the management and expenditure of fee revenue.
 - 2.3.2 Upon adoption of a fee, the applicable student government association(s) shall establish student fee committees to accept and recommend expenditures of the fee revenue in accordance with the specified purpose and in compliance with state law and applicable district procedure. The committees shall have college administration representation to advise the committee and provide procedural oversight.

3.0 Budgeting and Spending Student Voluntarily Imposed Fee Revenue

- 3.1 The student fee committees shall 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 per year will be provided by the district business office based on an estimate of the specific voluntarily imposed fee revenue to be collected during the ensuing academic year.
- 3.2 The respective student government associations shall vote to endorse the annual budget and recommend adoption by the Board of Trustees.
- 3.3 The Board of Trustees will consider the budgets as presented and take action to approve any student voluntarily imposed 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 Applicable Classes and Students

- 4.1 A student voluntarily imposed fee would apply to:
 - 4.1.1 State support credit classes
 - 4.1.2 Audit of state support credit classes
 - 4.1.3 Independent study
 - 4.1.4 International students
 - 4.1.5 Employee tuition waivers
 - 4.1.6 Non-credit state support classes
 - 4.1.7 Self-Support (credit) classes
 - 4.1.8 Emergency Medical Technician and Paramedic Continuing Education (student fee pay status – FPS 93)
 - 4.1.9 Running Start students (not eligible for need-based waiver).
- 4.2 A student voluntarily imposed fee DOES NOT apply to:
 - 4.2.1 Running Start students (eligible for need-based waiver)
 - 4.2.2 Certain Ungraded classes (senior citizens, apprenticeship, journeyperson, parent co-op, ABE, ESL, GED prep, high school completion, college prep)
 - 4.2.3 Contracted classes
 - 4.2.4 Community Service, self-support classes

5.0 Effective Date and Duration

A student voluntarily imposed fee would continue unless modified or abolished in accord with section 2, above.

6.0 Refunds

A student voluntarily imposed fee would be refunded to students upon withdrawal from college or reduction in load according to the published refund schedule for tuition.

7.0 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.

8.0 Related Information

- 8.1 [RCW 28B.15.610](#) – Voluntary Fees of Students
- 8.2 [District-wide Governance Model for Services & Activities Fees](#)