

# EVERGREEN

Office of the President  
The Evergreen State College - Olympia, Washington 98505

## Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy in the President's Office. Completed and approved policies will be posted on the College Policies Web site ([www.evergreen.edu/policies](http://www.evergreen.edu/policies)).

**(Proposed) Policy Title:** Establishing or Changing the Amount or Purpose of Service Charges, Fees, Fines and Penalties

**Policy Steward:** Director of Business Services

### Summary of New Policy/Changes for Updated Policy

**This is a new policy that defines criteria, limitations and a process for setting certain fees. We have used a draft version of this policy as a guideline for several years.**

*Full Policy must be attached.*

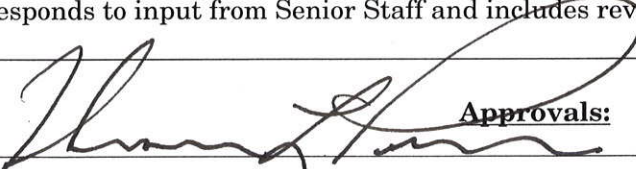



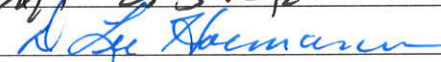
### Consultation in the Development of this Policy:

Steve Trotter initially drafted this policy in consultation with the Budget Coordinators, the Budget and Library Deans, and others. An earlier draft of this policy was discussed at the Senior Staff meeting on March 5, 2012. Based on feedback received at that meeting and with additional input from Collin Orr and John Carmichael, several changes were made:

- Added a "purpose" section.
- Deleted all reference to a non-existent "form."
- Added a "procedure" section, capturing some of the elements in the WWU policy, adapted for our context.
- Moved the "appeal" language to a new, final point.
- Simplified the record-keeping language, and placed responsibility for record-keeping with the Director of Business Services.
- Narrowed the scope of the WAC language.
- Revised provisions concerning accumulating fund balances in fee accounts to say that VPs will review fund balances.

A revised draft with the changes reflected above was discussed at a Vice Presidents meeting. This final version of the policy responds to input from Senior Staff and includes revisions from John Carmichael, Collin Orr.

**Approvals:**

<input type="checkbox"/> President:		Date: 6/4/12
<input type="checkbox"/> Vice President for Academic Affairs and Provost:		Date: 5/29/2012
<input type="checkbox"/> Vice President for Finance and Administration:		Date: May 15, 2012
<input type="checkbox"/> Vice President for Student Affairs:		Date: 5/21/12
<input type="checkbox"/> Vice President for College Advancement:		Date: 5/23/2012

Date Policy posted to Web: \_\_\_\_\_