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2018-2019 Fees & Rates Listing

Sapp, Beatrice

To: [All Staff](#)

Friday, March 09, 2018 2:34 PM

Hello Everyone,

It is time to review the 2017-2018 Fees & Rates Listing and update it to include changes and/or new fees. I have included a link to the current Fees and Rates listing (first link below), a copy of the policy (second link below), as well as a listing of all departments included in the 2017-2018 Fees and Rates Listing.

As a reminder, once a fee is listed in the Evergreen Fees and Rates listing, the amount cannot be increased or changed until the following academic year and after completion of the fee and rate approval process. Therefore, it is important that all requests to increase or add a fee be submitted on time. *(due date is April 15 instead of the published March 15 deadline per the policy)*

Please review the policy carefully. For your convenience, I have included part of the procedure:

Procedure:

1. A Dean or Associate VP wishing to establish or change a service charge, fine, recharge, or other fee under this policy completes a written fee proposal.
2. The Vice President for the area initiating the fee proposal reviews the proposal.
 - The Vice President may reject the proposal, ask for modifications or tentatively endorse the proposal.
 - The Vice President forwards tentatively endorsed fee proposals to the Associate VP of Business Services
3. By March 15 each year, the Associate VP of Business Services presents to the Vice Presidents a proposed Evergreen Fee and Rate Book, highlighting new and changed fees proposed for the next fiscal year.
4. The Vice Presidents as a group may modify the proposed Evergreen Fee and Rate Book. By April 15 the Vice Presidents present a proposed Evergreen Fee and Rate Book to the President.
5. The President has the final authority to approve the Evergreen Fee and Rate Book for the next fiscal year.
 - The President conveys the final, approved Fee and Rate Book to the Associate VP of Business Services for implementation in the next fiscal year.
 - The President provides the final Fee and Rate Book to the Board of Trustees.

Please forward all changes directly to me once your Vice-President has approved a change or a new fee so that I can complete the 2018-2019 Fees and Rates listing before presenting it to the Associate VP of Business Services.

Note: ***the Fees & Rates Listing does not yet include internal/departmental recharges.***

Thank you for your cooperation,

Bea

1- Copy of the 2017-2018 Fees and Rates listing : https://www.evergreen.edu/sites/default/files/The%20Evergreen%20State%20College%20to%20be%20published%20FY18%20Final_.pdf

2- Copy of the policy: <http://www.evergreen.edu/policies>

3- Listing of Departments included in the 2017-2018 Fees and Rates Listing : did I forget a department?

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