

# 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: Special Class/Course Fees

Policy Steward: Academic Dean for Budget and Space

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

This is a new policy that applies to all special class/course fees charged to students. It provides a description of what collected fees can be used for, when and how the proposed program fee must be submitted, the dean's approval process, by when any program fees must be published, and the process by which fees are reconciled and any refunds are made.

*Full Policy must be attached.*

### Consultation in the Development of this Policy:

[Signature]  
 President: \_\_\_\_\_ Approvals: \_\_\_\_\_ Date: 2-18-13

Vice President for Academic Affairs and Provost: [Signature] Date: 12 February 2013

Vice President for Finance and Administration: [Signature] Date: FEB 12, 2013

Vice President for Student Affairs: [Signature] Date: 2/12/13

Vice President for College Advancement: [Signature] Date: 2/12/13

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