

THE EVERGREEN STATE COLLEGE

April 17, 1975

M E M O R A N D U M

TO: Dean E. Clabaugh  
Edward J. Kormondy

FROM: Tuition and Fees Payment Schedule DTF

SUBJECT: Final Recommendations

The tuition and fees payment schedule DTF has met regularly during the months of January and February, 1975. Active participants in the discussion of this proposal included Walker Allen from the Registrar's office, Kay Atwood from the financial aid office, Sara Raymond from the student body, Dumi Maraire and William Winden from the faculty, Al Spence and Al Hanson from accounting and student accounting respectively. We also solicited input from the students in the Encountering America program and from Ken Winkley, Business Manager.

From our deliberations, we have reached consensus on the following recommendations:

- (1) We recommend the final payment date for tuition and fees be changed to allow for payment through the sixth instruction day. "Instruction day" shall be defined as to include all week days during which any program is in session and is not limited to the days during which a student's own particular program meets.
- (2) We recommend that the cut-off date for registration coincide with that for fee payment. It must be recognized by faculty that some "switching" of programs will be inevitable during the first six instruction days and this should be accommodated by them wherever possible.
- (3) We recommend payments for tuition and fees, when made in person, not be accepted by the college cashier unless and until accompanied by a "confirmation of registration" card. The student shall be referred to the Office of the Registrar for clarification of his/her registration status.
- (4) We recommend payments for tuition and fees, when made by mail or through the student accounts payment drop box, be deposited as a memorandum item only, if these payments are not accompanied by a "confirmation of registration" card. These payments shall not be applied toward the student's tuition and fees unless and until confirmation of registration is received by the student accounts office.

- (5) We recommend that payments of tuition and fees which are not received at the office of the college cashier on or before the payment deadline not be accepted as payment for tuition and fees without authorization from the student accounts supervisor.
- (6) We recommend the re-instatement of a \$15.00 late registration/payment fee and the following procedure be established. Students unable to make payment of tuition and fees by the deadline date must apply for a short-term loan through the financial aid office. If arrangements are not made with the financial aid office prior to the payment deadline, no late payment shall be accepted and the student shall be disenrolled from The Evergreen State College. The registrar shall determine, on an exception basis, whether or not to allow a student to register on or after the 7th instruction day. Where late registration is allowed, a late payment fee will be assessed if no institutional error has been made.

In the event of clear institutional error, the student accounts supervisor must accept the appropriate tuition and fees without assessment of a \$15.00 late registration/payment fee. Non-receipt of billing by the student shall NOT be considered adequate justification of institutional error. Appeals to any part of the above process must be made through petition to the student fees review panel.

- (7) We recommend implementation of item B3 "how to get into Evergreen" in the January 31, 1975 recommendations from the Registration DTF. This will give students a clear "road map" to facilitate their understanding of the necessary steps involved in becoming a fully registered, fee-paying student.
- (8) We recommend development of a "how to get out of Evergreen" document similar to item 7 above. This "road map" shall include the necessary steps a student need go through to:
- (a) Withdraw
  - (b) Go On Leave
  - (c) Graduate
- and obtain refund of his/her advance deposit.

Alan Spence  
Chairperson

ARS:mmm

cc: DTF Members  
KAOS  
Sounding Board  
Information Center  
Cooper Point Journal