

School of Aquatic & Fishery Sciences (SAFS)

COURSE FEE POLICY

November 2017

The School of Aquatic & Fishery Sciences supports the majority of its course offerings by providing the salaries and benefits of academic faculty, staff, teaching assistants, peer TAs and graders. The School supplies a teaching computer laboratory, wet laboratories, digital projectors for instructional use, microscopes in its wet labs, supplies for molecular-based labs, and basic field equipment for instructional use as well as the effort of a Lab Coordinator to serve the Lab courses. SAFS also provides copying, scanning, poster production and other administrative services related to its academic teaching program.

SAFS provides courses for students with emphases on both basic and applied aquatic sciences. Field trips are required in some courses for students to gain an understanding of natural systems and resources and foster the sustainable use of those aquatic resources. Some of our field trips require the charter of boats, or the rental of cars/vans, as well as lodging for students. Similarly, many of our laboratory-based courses require technology and supplies, and have related costs such as set-up, maintenance and cleaning of materials, supplies and equipment. Because SAFS does not have the funding to support all course laboratory work, field studies and field trips, we capture some of the expenses through course fees. Course fees are additional charges to students that are intended to pay for specific course-related costs.

In pursuit of our academic goals, SAFS defrays some expenses, and charges course fees where appropriate, for the following costs:

Expense	Unit Defrays	Course Fee Defrays
Airfare		X
Fleet Services (UW vehicle rental)		X
Field Trip Drivers	X	
Personal Vehicle Mileage		X
Ferry Fees		X
Food		X

Accommodation (housing)		X
Room Rental (other than housing)		X
Access Fees and Permits		X
Consumable Supplies and Materials		X
Software		X
Equipment		X
Printing and Photocopying	X	
Speaker Honoraria	X	
Speaker Travel	X	
Technician Remuneration	X	
Cost Center Expenses	X	
Laboratory Analyses		X

Changes in Course Fees

In accordance with UW Administrative Policy Statement 33.1, the course fees generated in SAFS are used only for the purpose for which they were intended. Students will be notified at least 30 days in advance of any new or increased course fees. The College of the Environment will be notified every four years of current course fees so that they may be reviewed. For current course fees, increases will be made in accordance with Washington State Initiative 960. There is no limit to the amount a course fee may be reduced.

Course Fee Refunds

In the case of a student withdrawing early in the quarter (and after the 14th calendar day of the quarter) from a course, SAFS will follow the policy of the College of the Environment in refunding whatever fees are appropriate and required, to be determined on an individual basis (depending for example, on what field trips have already been taken).

Students must make a written request SAFS student advising (safsadv@uw.edu) to secure a refund for a course fee, regardless of whether the course is being taken for credit or audited.

Course fees will be refunded for a course a student drops within the first 7 calendar days of the quarter or if a student withdraws within the first 7 calendar days of the quarter. After the 7th calendar day of the quarter, SAFS generally will not refund course fees because purchases for the class will have already been made. However, special consideration may be given for extenuating circumstances, such as in the case of hardship withdrawal, but only if the student has not extensively participated in the field or laboratory work. Course fees refunded after the 7th calendar day of the quarter may be prorated based on the number of weeks remaining in the quarter.

