

**School of Marine and Environmental Affairs
Course Fee Policy 2017**

School of Marine and Environmental Affairs (SMEA) attempts to provide immersive learning experiences in and out of the classroom that provide students with the opportunity to learn and practice skills in the context of content and concept learning, as well as to apply that learning to real world situations.

In pursuit of those goals, SMEA defrays expenses of one local, one-day field trip per course. SMEA charges course fees for courses with more than 1 field trip for the following costs:

Expense	Unit Defrays	Course Fee Defrays
Airfare		
Fleet Services (UW vehicle rental)		X
Field Trip Drivers		
Personal Vehicle Mileage		
Ferry Fees		X
Food		X
Accommodation (housing)		
Room Rental (other than housing)		
Access Fees and Permits		X
Consumable Supplies and Materials		
Software		
Equipment		
Printing and Photocopying		
Speaker Honoraria		X
Speaker Travel		
Technician Remuneration		
Cost Center Expenses		
Laboratory Analyses		

Course Fee Refunds

Students must make a written request to Tiffany Dion (tlcdion@uw.edu) or Jackie Chapman (jachap@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, SMEA 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.