



SERVICES AND ACTIVITIES FEE GUIDANCE

[RCW 28B.15.041](#) provides that the “services and activities fee shall be used as otherwise provided by law or rule or regulation of the board of trustees or regents of each of the state's colleges or universities for the express purpose of funding student activities and programs of their particular institution.”

[RCW 28B.15.041](#) grants to each board of trustees the final authority to determine the permissible uses of the services and activities fees, consistent with the law.

The uses of services and activities fees will vary from district to district and from campus to campus, as well as from any given year to another. Such diversity is to be viewed as consistent with the college system and functions and should be encouraged.

A yearly budget for the expenditure of services and activities fees in support of student programs should be prepared by the services and activities fee committee required by [RCW 28B.15.045](#) with the committee presenting its budget and recommendations to the board of trustees. A process for resolving program and budget conflicts should be established in the event that the board of trustees does not accept the proposed program and budget.

Funds collected or revenues produced by the use of student and activity fees should be deposited with and expended through the office of the chief fiscal officer of the college district and/or campus and are subject to the applicable policies, regulations, and procedures of district boards of trustees, the State Board, and the Budget and Account Act.

With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.

When authorized and approved in a manner consistent with these guidelines, student services and activities fee revenue may be used for, but shall not be limited to, the additional following purposes:

- A. Social events, seminars, workshops, retreats, and conferences; student governmental organizations; professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
- B. Equipment, supplies and materials required for the operations of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities.
- D. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
- E. Dues for institutional memberships in recognized student governmental or activities organizations provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Student salaries and compensation