



WASHINGTON STATE UNIVERSITY
Finance and Administration

MEMORANDUM

TO: WSU President, Vice Presidents, Chancellors, and Deans

FROM: Leslie Brunelli *Leslie Brunelli*
Executive Vice President Finance and Administration & CFO

DATE: September 7, 2023

SUBJECT: Timeline for AY 2024-25 Services and Activities (S&A) Fee and Technology Fee Rate Setting and Allocation Recommendations

In a memo dated [July 5, 2023 to all Chancellors and Deans](#), WSU announced a new tuition setting timeline that will result in adoption of rates for AY 2024-25 in January. The memo also stated that other student fees would be considered in the spring.

This fall as student-led committees are being formed, and planning is underway I would request that campuses strive to complete the fee setting processes for S&A and Technology fees such that those fees and allocations can be adopted at the March Board of Regents meeting. Student led committees should plan to complete the hearing and deliberations processes by early February to meet this timeline.

Proposed Board of Regents Timeline

- January 2024 – Future Action Item regarding AY2024-2025 S&A Fee and Technology Fee rates and allocations.
- March 2024 – Action Item regarding AY2024-2025 S&A Fee and Technology Fee rates and allocations.

The Budget Office will coordinate the preparation of the Regent's materials as in the past. Fee related memos will need to be finalized by February 9th to meet the deadline for the March Regent's meeting. Please direct questions regarding this process to wsubudget.office@wsu.edu.

Thank you for your efforts. Establishing fees sooner is important for our students and families as they plan for the cost of higher education.