

(i) Hold hearings and forums as may be necessary to carry out the duties of the council.

(6) The council shall be responsible for budgeting and the proper expenditure and use of funds and resources the council receives.

(7) The council members shall not cast a vote on any matter that may:

(a) Provide direct financial benefit to the member or the member's organization;

(b) Create some other conflict of interest; or

(c) Otherwise give the appearance of a conflict of interest.

[Statutory Authority: RCW 74.29.025, 95-04-050 (Order 3830), § 490-500-635, filed 1/25/95, effective 2/25/95.]

**Title 495D WAC**

**LAKE WASHINGTON TECHNICAL COLLEGE**

**Chapters**

**495D-104**

**Board of trustees.**

**495D-135**

**Refund of tuition and special course/program connected fees.**

**Chapter 495D-104 WAC**

**BOARD OF TRUSTEES**

**WAC**

495D-104-010 Time and place of board meetings.

**WAC 495D-104-010 Time and place of board meetings.** The board of trustees shall hold one regular meeting on the second Wednesday of each month at 6:00 p.m. and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law. All regular and special meetings of the board of trustees shall be held at Lake Washington Technical College, unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions. No official business may be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: RCW 28B.50.140, 95-23-043, § 495D-104-010, filed 11/13/95, effective 12/14/95; 93-03-086, § 495D-104-010, filed 1/19/93, effective 2/19/93; 92-15-081, § 495D-104-010, filed 7/16/92, effective 8/16/92.]

**Chapter 495D-135 WAC**

**REFUND OF TUITION AND SPECIAL COURSE/ PROGRAM CONNECTED FEES**

**WAC**

495D-135-020

Definitions.

495D-135-040

Tuition and special course/program connected fees refund policy.

**WAC 495D-135-020 Definitions.** As used in this chapter:

(1) "Misconduct" means student action or inaction which violates a college rule or policy and results in suspension or dismissal from the college.

(2) "Registration fee" means a service fee charged to defray the clerical expense of processing a registration transaction.

(3) "Special course/program connected fees" means fees other than tuition required for enrollment (e.g., equipment fees, supply fees, laboratory material fees, excess cost fees, etc.).

(4) "Termination" means the dismissal from a course, program, or the college due to student misconduct or lack of academic progress.

(5) "Transfer" means moving from one course to another within the same registration transaction.

(6) "Tuition" means fees collected by College District No. 26 which include the general tuition fees, operating fees, and the services and activities fees.

(7) "Withdraw" and "withdrawal" means when a student formally leaves college by completing the forms and procedures specified in the published class schedule or otherwise established by the college.

[Statutory Authority: RCW 28B.50.140, 95-17-052, § 495D-135-020, filed 8/14/95, effective 9/14/95; 93-01-084, § 495D-135-020, filed 12/15/92, effective 1/15/93.]

**WAC 495D-135-040 Tuition and special course/program connected fees refund policy.** Upon withdrawal from college or reduction in class load and the completion of all applicable fee refund forms, the student may receive a tuition and/or fee refund under the following conditions:

(1) A full refund of general tuition fees, operating fees, special course/program connected fees, and services and activities fees will be made if the student has properly withdrawn prior to the first class session.

(2) A full refund will be made when courses or programs are cancelled by the college.

(3) Upon withdrawal or termination from a state-supported course on or after the first day of instruction and prior to the sixth day of instruction of the regular quarter or registration period for which the tuition and fees have been paid or are due, an eighty percent refund will be made. When a registration is for a first-time federally funded student, his or her refund will be calculated on a pro rata basis consistent with applicable federal rules.

(4) Upon withdrawal or termination from a state-supported course after the fifth day of instruction and up to the twentieth calendar day of the regular quarter or registration period for which the tuition and fees have been paid or are due, a fifty percent refund will be made. When a registration is for a first-time federally funded student, his or her refund will be calculated on a pro rata basis consistent with applicable federal rules.

(5) Refunds for withdrawals or terminations from state-supported courses that start after the regular quarter begins, or from state-supported short courses, shall be made in proportion to the amounts prescribed in subsections (3) and (4) of this section. Refunds will be made prior to the second scheduled class meeting for self-supported courses, except

that refunds will be made only prior to a single-session self-supported course.

(6) Refund requests must be made in person or in writing. Refund requests may not be made by telephone.

(7) Refund processing procedures shall be established by the president.

(8) Exceptions may be made at the president's discretion for students who withdraw for bona fide medical reasons or when called into the military service.

(9) The college may charge a registration or transfer fee set by the president for registration or transfer processing.

(10) Refunds of less than five dollars will not be made.

(11) Students who have paid fees for equipment or material which have a return/refund value must obtain written verification and approval on an appropriate form from the instructor or staff person who is responsible for the return/refund.

(12) Fees which are nonrefundable and not subject to this policy will be set by the president and identified as such in the quarterly course schedule and/or course announcement.

[Statutory Authority: RCW 28B.50.140, 95-17-052, § 495D-135-040, filed 8/14/95, effective 9/14/95; 93-19-075, § 495D-135-040, filed 9/14/93, effective 10/15/93; 93-01-084, § 495D-135-040, filed 12/15/92, effective 1/15/93.]

## Title 504 WAC

### WASHINGTON STATE UNIVERSITY

#### Chapters

- 504-15 Campus traffic and parking regulations.
- 504-18 Parking regulations—Center for nursing education.
- 504-21 University policy on student education records.
- 504-24 Policies and regulations for student living groups.
- 504-25 Standards of conduct for students.
- 504-28 Policies and regulations applying to all student organizations.
- 504-34 Washington State University facility use regulations.
- 504-40 Library policies, rules and regulations.

#### Chapter 504-15 WAC

### CAMPUS TRAFFIC AND PARKING REGULATIONS

#### WAC

504-15-060	Advisory and governing bodies.
504-15-100	Definitions.
504-15-210	Times of enforcement.
504-15-250	Motorcycles, mopeds, and bicycles.
504-15-350	Use of areas for emergency, maintenance, or special needs.
504-15-450	Replacement permits, indicators, and gate cards.
504-15-460	False information.
504-15-470	Recall of permits and gate cards.
504-15-540	Zone permits—Availability and use.
504-15-560	Other permits—Availability and use.

504-15-580	Special indicator decals/hangers.
504-15-600	Disability permits.
504-15-650	Permit fees.
504-15-750	WSU/UI reciprocal agreement.
504-15-810	Violations, fines, and sanctions.
504-15-830	Other violations and sanctions.
504-15-860	Appeals procedure.
504-15-930	Bicycles, skateboards, and rollerskates.

#### WAC 504-15-060 Advisory and governing bodies.

(1) The parking and traffic committee of the faculty senate and the parking and traffic committee of the staff senate. These committees:

- (a) Make recommendations on regulations governing campus traffic and parking control;
- (b) Review the administration and enforcement of traffic and parking regulations;
- (c) Make recommendations for physical improvements in parking facilities;
- (d) Consult, where appropriate, with Pullman authorities on traffic matters;
- (e) Coordinate campus traffic planning with the work of the university planning committee; and
- (f) Review alternative modes of transportation.

(2) The parking appeals committee. This presidential standing committee has members representing faculty, staff, and students. The committee:

- (a) Establishes and maintains an appeals procedure for parking violations on campus;
- (b) Hears appeals as requested and renders decisions; and
- (c) Informs parking services of recurring problems related to the enforcement of parking rules and regulations.

(3) Washington State University parking and police services. These departments are responsible for the cooperative administration and enforcement of these regulations. This responsibility also involves recommending the installation of appropriate traffic and parking signs, maintaining a registration record system, issuing permits, patrolling the university campus, and keeping a record of the violations, warnings, court summonses, and arrests.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-060, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-100 Definitions.** The definitions in this section are applicable within the context of these regulations.

(1) Campus. Describes all property owned, leased, and/or controlled by Washington State University in Pullman which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of Washington State University.

(2) Commuter student. Any student who does not live in a residence hall (dormitory). All students living in fraternities, sororities, university housing (other than residence halls), and private housing are considered to be commuter students.

(3) Disability zone. A parking zone identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid WSU disability parking permit or indicator, or any state-issued disability parking permit.