

(d) Failure to inform the university of changes of address does not exempt the borrower from charges.

(3) Fines and charges:

(a) Fines and/or replacement charges are assessed when library material is not returned by the due date specified for the material.

(b) Approved fine rates, maximum fines for specific types of materials, and basic replacement fees are available in each of the libraries.

(c) Specific fine rates and basic charges for replacement, rebinding, etc., are established for each biennium.

(d) Fine rates and charges for replacement, rebinding, etc., will be reviewed prior to the beginning of each biennium for possible adjustment by appropriate WSU libraries personnel. Proposed adjustments to established fine rates will be submitted through the WSU faculty senate library committee to the WSU faculty senate for approval.

(e) The most recently approved fine schedule is incorporated into these rules by reference. Copies are available at all circulation desks.

(f) All fines accrue from the time material becomes overdue.

(g) Fines do not accrue when the library from which the material was borrowed is closed.

(h) If a loan period has been extended by special permission, the overdue fine is assessed according to the original loan category of the material. For materials circulated by special permission or normally categorized as noncirculating, the fine rate will be assessed on an hourly basis.

(i) The libraries have the right to reduce or forgive fines and charges for patrons with bona fide reasons for not returning materials when due.

(4) Payment of fines and charges:

(a) Fines and charges are paid through WSU accounts receivable. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable as payment because fines may not be paid by departmental, grant, or any other funds controlled by the university.

(b) Failure to pay fines and charges will result in the total amount assessed being referred for collection. The controller may, if other collection methods fail, withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of student transcripts or to withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

(5) Replacement charges:

(a) If library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the estimated replacement cost of the material plus a nonrefundable service charge to cover the costs of searching, correspondence, cataloguing, etc. The replacement charge and service charge are added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the

assessment date, the replacement cost of the material will be refunded. The service charge and overdue fine are not refundable.

(c) Library patrons who mutilate library materials or return mutilated materials that have been checked out to them will be charged a library administrative fee plus replacement costs for each item involved.

(d) All library materials, regardless of fines and fees paid, remain state property.

(e) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-060, filed 8/7/81; Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

Title 516 WAC

WESTERN WASHINGTON UNIVERSITY

Chapters

516-12 Parking and traffic regulations.

516-60 Admission and registration procedures.

Chapter 516-12 WAC

PARKING AND TRAFFIC REGULATIONS

WAC

516-12-400 Definitions.
516-12-470 Enforcement.

WAC 516-12-400 Definitions. As used in this chapter, and chapters 516-13 and 516-14 WAC, the following words and phrases mean:

(1) "Area designator": A tag affixed to a permit indicating a parking lot assignment for a vehicle.

(2) "Automobile": Any motorized vehicle having four or more wheels.

(3) "Board": The board of trustees of Western Washington University.

(4) "Campus": All state lands devoted to the educational or research activities of the university.

(5) "Dismount zone": Any area designated by signs or symbols as a place where bicycles shall not be ridden but may be walked.

(6) "Employee": Any individual appointed to the faculty, staff, or administration of the university.

(7) "Habitual offender": The driver of a vehicle license number or permit number accruing ten or more paid or unpaid parking citations.

(8) "Impoundment": A state in which a vehicle has been seized and kept in legal custody by either being immobilized with a wheel lock device or towed from campus.

- (9) "Motorcycle": Any two or three wheeled motorized vehicle.
- (10) "Motor vehicle" or "vehicle": Any automobile or motorcycle.
- (11) "Parking appeals board": The board which hears parking citation appeals.
- (12) "Parking manager": The person appointed parking manager of the university by the president or designee.
- (13) "Parking space": A parking area designated by a sign, wheelstop, white-painted lines, and/or white traffic buttons.
- (14) "Permit": Any special or temporary parking permit authorized by the parking manager.
- (15) "President": The president of Western Washington University.
- (16) "Public safety department": The university public safety department.
- (17) "Student": Any person enrolled in the university as a student.
- (18) "Transportation and parking department": The transportation and parking department of the university.
- (19) "Time-limited parking space": A space in which parking is allowed for a specific time period.
- (20) "University": Western Washington University.
- (21) "Valid permit": An unexpired parking permit authorized by the parking manager, properly registered and displayed on the vehicle.
- (22) "Wheelstop": A cement, metal, or wood barrier approximately eight inches high.

[Statutory Authority: RCW 28B.35.120(12). 95-09-047, § 516-12-400, filed 4/17/95, effective 5/18/95. Statutory Authority: RCW 28B.35.120(11). 92-06-068 (Order 92-01), § 516-12-400, filed 3/3/92, effective 3/31/92; 87-18-001 (Resolution No. 6-04-87), § 516-12-400, filed 8/20/87. Statutory Authority: RCW 28B.10.560. 85-14-098 (Resolution No. 85-05), § 516-12-400, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-400, filed 6/28/83, effective 9/19/83.]

WAC 516-12-470 Enforcement. (1) General

- (a) A vehicle which is parked in a manner which endangers or potentially endangers members of the university community or their property, state property, and/or prevents a person having a valid permit from parking in their designated parking area, will be impounded on the first violation.
- (b) Upon receiving a third parking citation with two previous unpaid parking citations outstanding for more than seventy-two hours, a vehicle is subject to impound.
- (c) A student with unpaid parking citations may not be allowed to have a copy of his/her transcript released by the registrar's office.
- (d) Parking permits will not be issued until all outstanding citations are paid.
- (e) After identifying the registered owner of any vehicle without a parking permit or a permit number which has one or more unpaid citations, the parking services office will contact the owner in writing that payment is required. If payment for outstanding citations is not made by the date required, the matter will be referred to the appropriate collection agent and/or civil court for resolution.
- (f) The operator and owner(s) of a vehicle which is involved in a violation of the university's parking regulations are jointly and severally responsible for the violation. The

person to whom a permit is issued is responsible for all citations issued to that permit number.

- (g) These enforcement measures are cumulative and resort to one or more will not waive or impair the university's right to use any other enforcement measure.
- (h) The fine and penalty for illegal possession of a lost or stolen permit will be a fine equal to the original value of the highest priced period plus \$5.00 and revocation of parking privileges for a period of one year.
- (2) When regulations are in effect
 - (a) Except as stated in b and c of this section, the regulations in this chapter will be enforced throughout the calendar year from 7 a.m. to 5 p.m. but will not be enforced on Saturdays, Sundays, and official university holidays unless otherwise posted. For purposes of this section, intersessions are not considered a university holiday.
 - (b) A vehicle which is parked in a manner which endangers or potentially endangers members of the university or their property or state property will be impounded on the first violation regardless of when the violation occurs.
 - (c) Intersession regulations will be determined and published by the parking manager as required.
 - (3) Night parking
 - (a) The hours of night parking are 5 p.m. to 7 a.m.
 - (b) During the hours of night parking all lots except "R" (campus resident) lots and reserved spaces in any lot are open to parking unless otherwise designated by the parking manager.
 - (c) "R" parking lots are restricted to "R" permit holders at all times.
 - (4) Citations. A vehicle which is in violation of the university's parking regulations will be issued a citation, and fines will be assessed for violations of these regulations according to the following schedule:
 - (a) \$5.00 violations:
 - (i) Occupying more than one space;
 - (ii) Parking at an expired meter;
 - (iii) Improper display of permit;
 - (iv) Overtime parking.
 - (b) \$10.00 violations:
 - (i) No valid permit displayed;
 - (ii) Parking in prohibited area (except handicapped spaces);
 - (iii) Parking on grass or landscaped area;
 - (iv) Parking out of assigned area;
 - (v) Parking in a no parking zone;
 - (vi) Parking in a reserved area;
 - (vii) Parking in a driveway or walkway.
 - (c) \$15.00 violation: Blocking traffic.
 - (d) \$25.00 violations:
 - (i) Parking in a designated handicapped space;
 - (ii) Parking within ten feet of a fire hydrant or in a fire lane;
 - (e) \$100.00 violation. Display of lost, stolen or forged permit.
 - (f) Citations will remain in effect for a period of five years.
 - (5) Continued violations. A vehicle which remains in violation of any regulations may receive additional citations for every four hours of the violation.
 - (6) Impoundment by towing or wheel lock:

(a) All violators are subject to having their vehicles impounded through the use of towing or the wheel lock device at their own risk and expense.

(b) Any vehicle may be towed away if the vehicle:

(i) Has been immobilized by wheel lock for more than twenty-four hours; or

(ii) Is parked in such a manner as to endanger the university community; or

(iii) Is parked in a fire lane or other posted tow-away zone; or

(iv) Is parked so as to deprive a permit holder of space in his/her assigned lot, personally reserved space or handicapped space without a proper permit; or

(v) Is left under circumstances which indicate it has been abandoned; or

(vi) Is found displaying a forged or reported lost or stolen permit; or

(vii) Cannot be impounded with the wheel lock device.

(c) Any vehicle may be immobilized by use of a wheel lock device if the vehicle:

(i) Has an accumulation of two or more unpaid parking tickets (the second of which has been outstanding for more than seventy-two hours); or

(ii) Is parked at any time on campus when parking privileges have been revoked.

(d) The operator/owner of the impounded vehicle must provide positive personal identification and proof of ownership of the vehicle and pay all outstanding citations at the parking services office (or university public safety department when parking services office is closed) before a vehicle release is authorized, a release form completed and a copy issued to the vehicle operator/owner.

(e) A fee will be assessed on vehicles immobilized by the wheel lock device.

(f) Any vehicle which remains immobilized by wheel lock for more than twenty-four hours in an area where towing is not practical or possible will be assessed a fee for each day or portion thereof over the twenty-four hours.

(g) An impound fee is charged if the driver of the tow truck or the wheel lock operator has performed any labor prior to the vehicle operator/owner returning to the vehicle before the impoundment is completed.

(h) An impounded vehicle shall be released to the operator/owner of the vehicle when:

(i) Positive identification and proof of ownership of the vehicle is provided;

(ii) All unpaid fines against the impounded vehicle or any other vehicle registered to the violator are paid at parking services (or university public safety department when parking services is closed);

(iii) A wheel lock fee is paid; and/or

(iv) All towing and storage fees are paid.

(i) The operator/owner of the towed vehicle must present an authorized release form to the towing company and pay all towing charges including any storage fees incurred.

(j) The university assumes no responsibility for damages which may result from use of the wheel lock device, storage, or attempts to move a vehicle with a wheel lock device installed.

(7) It is prohibited to park:

(a) Without a valid permit;

(b) Double parked;

(c) In reserved spaces without a proper permit;

(d) In no parking areas;

(e) In a handicapped space without a proper permit;

(f) In fire lanes, service roads, fire exits or within 10 feet of a fire hydrant;

(g) In loading zones unless actually loading (time is limited);

(h) In service entrances, construction sites, spaces reserved for maintenance vehicles, handicapped access areas, dumpster access;

(i) On lawns, sidewalks, crosswalks, parking lot drive-ways, straddling painted lines or buttons, or angle parking where prohibited;

(j) Exceeding time in time-limited or metered spaces;

(k) In areas where permit is not valid;

(l) Over or adjacent to yellow lines or curbs;

(m) Against the flow of traffic;

(n) In areas or spaces closed by barricades or other control devices.

[Statutory Authority: RCW 28B.35.120(12). 95-09-047, § 516-12-470, filed 4/17/95, effective 5/18/95; 90-17-032, § 516-12-470, filed 8/9/90, effective 9/9/90. Statutory Authority: RCW 28B.35.120(11). 87-18-001 (Resolution No. 6-04-87), § 516-12-470, filed 8/20/87. Statutory Authority: RCW 28B.10.560. 85-14-098 (Resolution No. 85-05), § 516-12-470, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-470, filed 6/28/83, effective 9/19/83.]

Chapter 516-60 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

516-60-004	Refund of tuition and fees.
516-60-005	Residency classification.
516-60-017	Changes in registration and withdrawal.
516-60-030	Admission of nonmatriculated students.

WAC 516-60-004 Refund of tuition and fees. Each student who is admitted shall be required to confirm his or her intention to enroll by submitting a nonrefundable admission fee.

(1) Ordinarily, a student who withdraws prior to the sixth day of general instruction in a quarter will receive a full refund of tuition and services and activities fees.

(2) A refund of one-half of tuition and services and activities fees (less prepayment) is made to a student who withdraws on or after the sixth day of general instruction, subject to the provisions of subsection (4) of this section.

(3) Nonresident fees paid by a student who, subsequent to the first day of general instruction, is reclassified a resident student shall not be refunded, nor shall refunds be granted when reclassification is based upon a petition which is filed after registration.

(4) No refunds of tuition or fees shall in any case be made after the 30th day of general instruction except the period is extended for students who withdraw for medical reasons or who are called into the military service of the United States.

(5) For courses or programs that begin after the start of the regular quarter, a student may receive a full refund of fees if the student withdraws prior to the third day of instruction.

[Statutory Authority: RCW 28B.35.120(12), 96-01-058, § 516-60-004, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-004, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-004, filed 11/17/72.]

WAC 516-60-005 Residency classification. Determination of residency status for fees and tuition purposes shall be made at the time of admission or readmission to Western Washington University. A student tentatively classified as a nonresident shall be notified of such classification. Should the student contest the classification, he or she may submit a petition to the registrar containing such information as the latter may require. If based on the evidence contained in this petition, the registrar denies the petition, the student shall be notified. Should the student desire a further review, the registrar shall reconsider the petition and consider it to be a request for a brief adjudicative hearing under WAC 516-108-050 and RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.35.120(12), 96-01-058, § 516-60-005, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-005, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-005, filed 11/17/72.]

WAC 516-60-017 Changes in registration and withdrawal. Students who wish to change their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the dates established for such changes or withdrawal by the board of trustees or president as set forth in the university's catalog. Students may not enter new classes after the first week of instruction. Students who leave the university without formally withdrawing shall receive failing grades.

[Statutory Authority: RCW 28B.35.120(12), 96-01-058, § 516-60-017, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-017, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-017, filed 11/17/72.]

WAC 516-60-030 Admission of nonmatriculated students. A nonmatriculated student does not enroll in the university to follow the requirements for the bachelor's degree or any other program leading to a degree, credential, or certificate. A nonmatriculated student is one whose educational goals are limited and who has been granted permission by the director of admissions or university extended programs to enroll for credit in university courses. Such permission implies no commitment on the part of the university in regard to later admission as a matriculated student.

[Statutory Authority: RCW 28B.35.120(12), 96-01-058, § 516-60-030, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-030, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-030, filed 11/17/72.]