October 14, 2015

Dear Employer Representative:

Thank you for supporting your employee in their studies at the University of Washington. I understand that the way one of the fees – the U-PASS fee – appears on your employee’s tuition statement may have generated some questions. This letter is to clarify the nature of the U-PASS fee, which is a mandatory $80 per academic quarter fee ($84 beginning Fall 2016) for all students enrolled in Seattle campus programs.

Since 2011, the Universal Student U-PASS fee (U-PASS fee) must be paid by every student at the Seattle University of Washington campus who also pays the Services and Activities Fee (SAF). This mandatory fee was established by the Associated Students of the University of Washington (ASUW) and the Graduate and Professional Student Senate (GPSS) to fund the Student U-PASS program and enhance student access to the campus and broader community.

The way in which the U-PASS fee is presented on your employee’s tuition statement is a byproduct of legacy computing systems at the University – the fact that the fee is presented separately from other mandatory fees should not be construed to mean that the fee is optional. Like the SAF, the Intramural bond fee, building fees, and other mandatory student fees, there are no exemptions to this mandatory fee.

In some cases, if a student is taking courses through the University of Washington Professional and Continuing Education (UW PCE), they will receive two bills – one from UW PCE for tuition and other fees, and another from Student Fiscal Services for the U-PASS fee. Our department is working with internal resources to investigate opportunities to streamline this process in the longer term and we appreciate your understanding and flexibility in the short term. Again, the fact that this fee may be billed separately should not be construed to mean that the fee is optional.

If we can provide you with any further assistance or clarification as you process your employee’s tuition reimbursement request or scholarship application, I encourage you to visit our website’s frequently asked questions page (transportation.uw.edu/ u-pass-transit-faq) or to contact Transportation Services (ucommute@uw.edu) directly.

Sincerely,

[Signature]

Josh Kavanagh
Director, UW Transportation

*Serving today...preserving tomorrow*

www.washington.edu/facilities