

Addendum 1: CCFW Fee-based mindfulness workshops overhead, expenses and program fees

Fee Type	Description	Fee Amount	More information
Cvent Registration Fee	\$4.00 per transaction fee for using Cvent registration system. The UW OMS negotiated a reduced fee and blanket contract with CVENT which significantly reduces the cost of using CVENT registration system.	\$4.00	Increased from \$3.00 to \$4.00 on January 1, 2021
Credit Card/Interchange Fees	This is a fee charged by the credit card companies and is variable depending on type of credit card or debit card used for payment. We've been advised to plan on an average fee of 3%. On June 1, 2022, we adjusted this fee from 3% to 2.75% per LIL.	2.75%	https://finance.uw.edu/merchant-services/merchants/fee-structure
UW OMS Transaction fees	UW Office of Merchant Services charges fees per transaction	\$ 0.15	https://finance.uw.edu/merchant-services/merchants/fee-structure
OMS Volume Fee	UW Office of Merchant Services charges volume fees per \$1000.00	\$1.15 per \$1,000	https://finance.uw.edu/merchant-services/merchants/fee-structure
UW Institutional Overhead	This is a set fee and charged by the University of Washington. Institutional overhead is a rate calculated by the Budget Office to reimburse the University for costs paid centrally such as rent, light, heat, etc.	15.60%	https://finance.uw.edu/maa/recharge/ca-guidelines/externalrate
Disability Fees	CCFW is dedicated to providing accommodations for all students. When accommodations such as live interpreters are needed CCFW coordinates with the participant and the UW Disability Services Office to arrange for accommodations. The fees for accommodations are the responsibility of this self-sustaining program and can range between \$2,400-\$3,900 per student. We collect \$10.00 per registration to support payment for these accommodation requests.	1.50%	Adjusted from flat \$10.00 per reg to 2% in September 2020. Adjusted from 2% to 1.5% June 1, 2022.
CCFW Program Expenses	These fees are for registration systems, project management tools, and marketing software.	\$10.95	Increased 1/20/2021. Increased 5/1/2022
CCFW Operations & Facilities Fees	These fees go towards operations and maintenance of spaces and tools used by mindfulness programs.	0.5%	Adjusted to 1% from \$2.00 per registration. September 2020. Adjusted from 1% to 0.5% June 1, 2022.