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## S&R Rate Renewals

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**From** MAA Recharge <recharge@uw.edu>

**Date** Tue 9/23/2025 12:14 PM

**To** service-and-recharge-center@u.washington.edu <service-and-recharge-center@u.washington.edu>

Hello Service and Recharge Operators-

MAA would like to notify you all that we have established a schedule for the cadence with which we will be sending email reminders to provide us with your annual rate proposals for our review. If rate proposals are not provided to MAA in a timely manner before the MAA submission for review deadline, we will be notifying the center's corresponding dean's office.

**Service centers** - the deadline by which rate proposals must be submitted to MAA with dean's office approval is **6 weeks** before the current rate's expiration date. If you are creating a new service center or creating new rates in an existing service center, the deadline is **8 weeks** before the new rate's implementation.

**Recharge centers** - MAA only reviews the initial rate proposal or when adding a new rate(s) to an existing recharge center in which case the rate proposal would be due to MAA with dean's office approval **8 weeks** before the rate's implementation. For existing recharge centers with no new rates, no MAA review is required however we still require recharge centers to send MAA their updated rate with dean's office approval every year before implementation of the rates for our records.

The cadence for which we will send these emails along with escalation steps are as follows (in the context of a service center rate renewal).

- 8 weeks before the deadline- friendly reminder that rate proposals are due 6 weeks prior to expiration
- 6 weeks before the deadline- friendly reminder and notification that MAA will reach out to Dean's office if the rate proposal is not received in a timely manner
- 3 weeks before the deadline- notify Dean's office that rate is outstanding
- Day of the deadline- notify the Dean's office that rate proposal is noncompliant

This can also be found on our website at: <https://finance.uw.edu/maa/recharge/admin-guidelines>

Best,

### MAA Service and Recharge

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