

Student Service Fee Allocations

Original Implementation: Unpublished

Last Revision: January 28, 2020

Student service fees are distributed to various student organizations and student service operations for activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students.

The distribution of student service fees is based on the allocation process utilized by the Student Service Fee Committee (SSFC). This committee is composed of nine members. These include five student members who are enrolled for not less than six semester credit hours and who are appointed by the Student Government Association. Three of these students are appointed to serve a two-year term on the committee and two students are appointed to serve a one-year term on the committee. The president appoints four faculty or staff members to serve on the committee. Each serves a one-year term. Any vacancies in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment.

The SSFC may only conduct meetings at which a quorum (the majority of members of the committee) is present. Meetings must be open to the public. The committee must provide notice of the date, hour, place, and subject of the meeting at least 72 hours before the meeting is convened. This notice must be posted on the internet and in the student newspaper if an issue of the newspaper is published between the time of the internet posting and the time of the meeting.

The committee will receive requests from various student service operations (i.e. Student Health Clinic, Intercollegiate Athletics, Marching Band, Fine Arts Programs, etc.) and university-sponsored student organizations (i.e. Student Government Association, Student Activities Association, etc.). The amount to be distributed by the committee is based on an estimate of student service fee revenue for the following academic year. If there is significant variance between the estimated revenue and the actual revenue, the allocation may be adjusted as necessary. Requests are evaluated and recommendations are made for allocations to requesting groups for the coming year. The final recommendations made by the committee will be recorded and made public. These recommendations are then submitted to the president who may accept or modify the committee's decision. If the president's recommendations are substantially different from that of the committee, the president will notify the committee and provide an opportunity for the chair of the committee to comment on the committee's recommendations. Upon approval of the Board of Regents, the funds are made available for the coming fiscal year.

Cross Reference: Tex. Educ. Code § 54.503

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs