



## **Student Service Fee Allocations**

### **Purpose**

This policy outlines the process for the request and distribution of monies from the student service fee budget.

### **Persons Affected**

This policy applies to all university employees and students.

### **Policy**

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. The Assistant Vice President of Student Affairs and Dean of Students (AVP/Dean) serves as the chair and is a nonvoting member (unless a vote is needed to break a tie). The five student members must be enrolled for not less than six semester credit hours and be in good academic and conduct standing with the University. The student members are appointed by the Student Government Association. Three students must be from the Student Government Association (SGA) and two must be from outside the SGA. 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. A student member who withdraws from the institution or otherwise becomes ineligible per this policy must resign from the committee. The University President appoints four faculty or staff members (including the AVP/Dean) to serve on the committee. Each serves a one-year term. Any vacancies in an appointed position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. Committee members will recuse themselves from any vote or discussion involving an organization or office they are directly a member of or directly advise. The SFA Budget Director, or their designee, and the Division of Student Affairs Budget Analyst will both serve in advisory capacities to the SSFC and will not be included in the nine total committee members or have voting rights.

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.

### **Procedures**

All parties wishing to request allocations from the Student Service Fee Committee must submit the Student Service Fee Allocations Application, including a detailed budget of how the current allocation (if applicable) has been or will be expended. A detailed budget of how the requested allocations will be expended must also be included.

Each requesting party must then present their request to the Student Service Fee Allocations Committee and the Committee will ask any questions they may have.

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. The Dean of Students Office will notify the requesting parties of their Board approved allocations after the start of the new fiscal year.

Fund managers should ensure their Student Service Fee balance never reaches a negative balance. All unexpended funds at the end of the fiscal year will be reallocated back to the fund balance. Expenditures out of the student service fee fund balance are at the discretion of the Vice President of Student Affairs subject to applicable policies and procedures.

All parties receiving Student Service Fee funding must submit the Student Service Fee Assessment Report at the end of each fiscal year in which they are funded.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 54.503

### **Responsible Executive**

Vice President of Student Affairs

### **Forms**

Student Service Fee Application Form

### **Revision History**

September 1, 2023 (original)