

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Student Service Fee Advisory Committee**

**Regulation and Procedure  
Number: URP: 06.130**

**Policy Owner: Student Life**

## **POLICY STATEMENT**

Texas Woman's University ("TWU" or "University") has established the Student Service Fee Advisory Committee ("SSFAC") to provide a mechanism for recommending the annual allocation of student services fees; provide a mechanism for review of requests for expenditures from the student services fees reserves; define the roles of the various participants in processes related to student services fees; and ensure representative student participation in the process of recommending allocations from student services fees, Medical Service Fee, and Student Center Fees. The SSFAC is established to meet the requirements of state law which authorizes the use of a committee of students, faculty, or staff to provide guidance on the distribution of student services fees. The Vice President for Student Life is responsible for overseeing the annual student services fees allocation process.

## **APPLICABILITY**

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

## **DEFINITIONS**

1. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "Guests" means any individual not affiliated with TWU.
3. "Medical Services Fee" means a fee collected from a student to be used only to provide medical services to students registered at the institution.
4. "Requesting Units" means University departments and student programs who seek funding from the Student Service Fee Advisory Committee.
5. "Reserve Funds" means an accumulation or surplus from operations at the end of a fiscal year. The balance of the fund remaining at the end of one

year carries into the next year. Those funds are set aside and can be used in future years for items such as replacement of equipment or capital projects.

6. “Staff” or “Staff Member” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.
7. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
8. “Student Center Fees” means a fee collected from a student for financing, improving, operating, maintaining, and equipping student centers and acquiring or constructing additions to student centers.
9. “Student Services Fees” means a fee collected from a student to cover the cost of activities, which are separate, and apart from the regularly scheduled academic functions of TWU and directly involve or benefit students.

## **REGULATION AND PROCEDURE**

### **I. Student Service Fee Advisory Committee Establishment**

- A. The Student Service Fee Advisory Committee (“SSFAC”) is established to advise the Chancellor and President (“Chancellor”) in the budgeting of student services fees and to recommend the allocation of student services fees to best serve the needs of the largest number of students.
- B. The SSFAC will seek information about funding needs of University departments and student programs, will suggest criteria and educational objectives to be achieved by programs to which funds are allocated, and may hold hearings for departments and student programs requesting funds.
- C. The SSFAC will recommend a budget for the allocation of the student services fees to the Chancellor, through the Vice President for Student Life, to be considered in the University budget. The SSFAC may make recommendations for the allocation of other fees collected from students upon request of the Vice President for Student Life. These budgets may include the Student Center Fees and the Medical Service Fees.

## II. Student Service Fee Advisory Committee Membership

### A. Membership on the SSFAC is composed of the following nine (9) members:

1. The Student Government Association (“SGA”) from the Dallas and Houston campuses shall appoint one (1) representative to serve their respective campus.
2. The SGA on the Denton campus shall appoint three (3) representatives to serve the Denton campus.
3. The Chancellor shall appoint the following four (4) additional members: two (2) students, one (1) staff member, and one (1) faculty member.

### B. Faculty and staff members of the committee will be appointed to serve for a term of one (1) year, but may be reappointed.

### C. All student members must be enrolled in at least six (6) Semester Credit Hours (“SCH”), graduate students who have completed all coursework and have passed all qualifying exams must be enrolled in at least three (3) SCH. The student members on the committee will be appointed to serve for a term of one (1) year, but may be reappointed to serve a second one (1) year term.

### D. All SSFAC members must be in good standing with the University.

### E. Any student member of the SSFAC who withdraws (voluntary or involuntary) from TWU must also resign from the committee.

### F. A vacancy in any of the appointed positions will be filled in the same manner as the original appointment of the member, as outlined above in policy.

## III. Procedures for Planning

### A. All SSFAC members must meet as soon after their appointment, as practicable, with the Vice President for Student Life, or their designee. The purpose of the meeting is to provide newly appointed members with training on University policies, budget sheets, procedures, and timelines. This meeting typically begins in October of each year and concludes by November.

- B. On or before March 1 of each year, the Senior Budget Manager for Student Life will prepare a detailed statement of the available student services fee funds as well as the balances for the Reserve Funds for the forthcoming fiscal year. The statement and balances will be submitted to the Vice President for Student Life and SSFAC members.

#### IV. Student Service Fee Advisory Committee Meetings and Recommendations

- A. Upon receipt of budget requests from each budget unit funded from student services fees, the SSFAC will consider the most feasible level of funding for the units. It is also possible that the SSFAC may deny a request.
- B. The SSFAC will publish notice of the date, hour, place, and agenda of all meetings at least seventy-two (72) hours before a meeting is convened. Meeting notices will be published in the student newspaper, University webpage, and posted on the door of the Office of the Vice President for Student Life.
- C. TWU students must register in advance of the SSFAC meeting in order to address the SSFAC at the time noted on the agenda. Speakers must register with the Office of the Vice President for Student Life at least two (2) business day prior to the convening of a meeting and must identify their name and the agenda item to be addressed. Each speaker may speak a maximum of five (5) minutes.
- D. Budget units funded by student services fees may make presentations to the SSFAC.
- E. The presentations made by students and budget units will be open to the public or made accessible via livestream. Deliberations of the SSFAC shall be closed to the public.
- F. The SSFAC will provide a written report of its recommendations to the Chancellor through the Vice President for Student Life.
- G. The Chancellor will consider the recommendations of the SSFAC prior to recommending the student service fee budget to the TWU Board of Regents ("Board"). If the Chancellor's recommendations to the Board are substantially different than the SSFAC recommendations to the Chancellor, the Vice President for Student Life will notify the SSFAC not later than the last day on which the SSFAC may request an appearance on the Board's

agenda for the meeting at which the Board will consider the Chancellor's recommendations.

H. If approved by the Board, the recommendations from the SSFAC will take effect September 1 of the following fiscal year.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[Texas Education Code Section 54.503](#)

## **FORMS AND TOOLS**

None

**Publication Date: 07/02/2021**

**Revised: 05/23/2023**