

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Student Service Fees Advisory Committee

Regulation and Procedure Number: URP: 06.130

Policy Owner: Student Life

POLICY STATEMENT

Texas Woman's University ("TWU") has established the Student Service Fee Advisory Committee ("SSFAC") to advise TWU's administration on the type, level and expenditure of compulsory fees for student services collected at the University. The non-academic services funded by student service fees are an important aspect in a student's educational experience on campus. 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 student service fees. The Vice President for Student Life is responsible for overseeing the annual student service fee allocation process.

APPLICABILITY

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

DEFINITIONS

1. "Requesting Units" means University departments and student programs who seek funding from the Student Services Fee Advisory Committee.
2. "Student Services Fee" 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 the institution and directly involve or benefit students.

REGULATION AND PROCEDURE

- I. Student Services Fee Advisory Committee Establishment
 - A. The Student Services Fee Advisory Committee is established to advise the Vice President for Student Life 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 committee 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 committee will recommend a budget for the allocation of the Student Services Fees to the Vice President for Student Life to be considered in the University budget. The committee may make recommendations of other fees collected from students upon request of the Vice President for Student Life. These budgets may include the Student Union Fee, and the Medical Service Fee.

II. Student Services Fee Advisory Committee Membership

- A. Membership on the committee is composed of nine members.
- B. The Student Government Association (“SGA”) from the Dallas and Houston campuses shall appoint one representative to serve their respective campus. The SGA on the Denton campus will be represented by three appointees. Four members will represent the university at large. Out of the nine appointees, four are to be appointed by the Chancellor and President.
- C. Five of these students must be enrolled in at least 6 Semester Credit Hours (“SCH”), graduate students who have completed all coursework and passed all qualifying exams must be enrolled in at least 3 Semester Credit Hours (SCH).
- D. All appointed students must be in good standing with the University.

III. Training

All committee members will meet with the Vice President for Student Life or designee for training so that members are familiar with University policies, budget sheets, procedures, and timelines.

IV. Student Services Fee Advisory Committee Meetings and Recommendations

- A. Upon receipt of budget requests from each budget unit funded from Student Services Fees, the Committee will consider the most feasible level of funding for the units.
- B. The Committee will publish notice of the date, hour, place and subject/agenda of all meetings at least 72 hours before a meeting is

convened. Meeting notices will be published in the student newspaper, and posted on the door of the Office of the Vice President for Student Life.

- C. TWU students may address the Committee at the time noted on the agenda. Speakers must register with the Office of the Vice President for Student Life at least two business days prior to the convening of a meeting and must identify their name and the agenda item/subject to be addressed. Each speaker can speak a maximum of 5 minutes.
- D. The presentations made by requesting units will be open to the public and/or livestream. Deliberations of the committee shall be closed to the public.
- E. The committee will provide a written report of its recommendations to the Vice President for Student Life.

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:

Next Review: