



1.6.18 Student Fee Advisory Committee

Chapter 1 - Administration and Organization	Original Effective Date: September 2013
Section: 1.7 Standing Committees	Date Last Reviewed: February 2024
Responsible Entity: Vice President Academic, Faculty and Student Affairs	Date Last Revised: February 2024

I. Purpose

Texas Education Code 54.5031 requires institutions to create a Student Fee Advisory Committee. The purpose of the Student Fee Advisory Committee is to advise the governing board and administration of the institution on the type, amount, and expenditure of compulsory fees for student services under section 54.503 of the code.

II. Scope

This Policy applies institution-wide to all current and prospective members of the UT Health San Antonio Student Fee Advisory Committee.

III. Policy

A. Members

1. Five student members who are enrolled for not less than six semester credit hours at the institution and who are representatives of all students enrolled at the institution, selected under Subsection A of this section; and
2. Four members who are representatives of the entire institution, appointed by the President of the institution.
 - a. Subsection A:
 - b. If the institution has a student government, the student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. If the institution does not have a student government, the students enrolled at the institution shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.

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- c. A student member of the committee who withdraws from the institution must resign from the committee.
 3. A vacancy 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. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the President.
- B. Ex-Officio (without vote)
 1. Vice President Academic, Faculty and Student Affairs
 2. Chief Financial Officer
 3. School of Nursing designee
 4. School of Medicine designee
 5. School of Health Professions designee
 6. Dental School designee
 7. Graduate School Biomedical Sciences designee
 8. Director, Student Activities and Student Life

C. Chair

Vice President Academic, Faculty and Student Affairs

D. Charge

The Student Fee Advisory Committee shall:

1. Study the type, amount, and expenditure of a compulsory fee under Section 54.503 of the code; and
2. Meet with appropriate administrators of the institution. Submit a written report on the study under Subdivision (1) of this subsection, and recommend the type, amount, and expenditure of a compulsory fee to be charged for the next academic year.
3. Before recommending the student fee budget to the governing board of the institution, the president of the institution shall consider the report and recommendations of the committee. If the president's recommendations to the governing board are substantially different from the committee's recommendations to the president, the administration of the institution shall notify the committee not later than the last date on which the committee may request an appearance at the board meeting. On request of a member of the committee, the administration of the institution shall provide the member with a written report of the president's recommendations to the board.
4. Addendum

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The following are excerpts from the Texas Education Code defining student service and compulsory fee. The full code for Tuition and Fees can be found online at: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm>

Section 54.503 Student Service Fee (a) for the purpose of this section:

- a. "Student Services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Section 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.
- b. "Compulsory Fee" means a fee that is charged to all students enrolled at the institution.

Sec. 54.5031. STUDENT FEE ADVISORY COMMITTEE. (a) A student fee advisory committee is established at each institution of higher education except the University of Texas at Austin and the institutions of the Texas A&M University System to advise the governing board and administration of the institution on the type, amount, and expenditures of compulsory fees for student services under Section 54.503 of this code

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
09/2013	Policy Origination		

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02/2024	Policy Revision/Discretionary Edit		