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**SUBJECT: Student Fee Review Committee**

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**I. PURPOSE AND PHILOSOPHY:**

This policy establishes the process of annual review and recommendations from student representatives to the University administration on student fee allocations, including changes in existing fees and the addition of new student fees. It provides for coordination with appropriate University officers in the recommendation development process. The main purpose of the University Student Fee Review Committee is to review student fees and to formalize the involvement of students and selected University representatives in the student fee recommendation process. The following criteria will be used by the Committee in determining the distribution of fee monies. (Fees are not expected to meet all criteria):

- a. benefits students
- b. benefits the overall university community
- c. enhances the image of SUU
- d. aids the academic interests and/or needs of students
- e. supports educational, social, recreational, or cultural needs of students
- f. enhances student health or welfare
- g. creates opportunities for students to develop new skills, competencies, or appreciations not available elsewhere in the university
- h. provides quality services necessary on campus

Course fees and program fees are not included in the scope of the Student Fee Review process.

**II. REFERENCES:**

- a. Utah Code 53B-7-101 (Combined Requests for Appropriations – Committee Fixes Tuition, Fees and Charges).
- b. Utah Committee of Regents R510, Tuition and Fees (R510-5 General Fees Other Than Tuition).
- c. SUU Policy 5.4 Board of Trustees Bylaws.

**III. POLICY:**

- a. The Student Fee Review Committee
  - i. Committee Composition:
    1. The two Co-Chairs of the Committee are:
      - a. The SUUSA Student Body President, who serves in a limited voting capacity. The Student Body President only votes in cases where the committee is tied on a vote.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 11.8**  
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- b. The Vice President for Student Affairs (or designee), who serves in a non-voting capacity.
    2. Other members of the Committee:
      - a. Director, Student Involvement and Leadership, in a non-voting capacity
      - b. One designee from the Financial Services area to serve as a financial advisor, in a non-voting capacity.
      - c. SUUSA Graduate Senator
      - d. Two (2) SUUSA Senators selected by the Committee co-Chairs
      - e. SUUSA Vice President of Clubs & Organizations.
      - f. A designated representative from the Residence Hall Association (RHA), recommended by RHA.
      - g. A designated representative from the United Greek Council (UGC), recommended by UGC.
      - h. A student athlete from the Student-Athlete Advisory Committee (SAAC), recommended by SAAC.
      - i. An international student at-large, recommended by the Office of International Affairs.
      - j. An at-large student affiliated with the Center for Diversity & Inclusion (CDI), recommended by the CDI.
      - k. A non-traditional student at-large, recommended by Non-traditional Student Services office.
    - ii. The Committee must be formed annually by the last Friday in October.
    - iii. All Committee members are expected to attend all scheduled meetings with the exception of those members unable to attend due to illness or other campus obligation. Any other exceptions must be cleared by the co-Chairs.
    - iv. Members of the Committee may be removed and replaced by a two-thirds (2/3) vote of the Committee.
  - b. Fee Review Process
    - i. The Vice President for Student Affairs will send a Fee Review/Request Form annually to all areas currently receiving a student fee by the last Friday of October. The completed form is due back to the Committee by the last Friday of November. All areas receiving a fee are required to return the Fee Review/Request Form every year unless exempt from review as outlined in this policy. There will be public campus notification of the annual fee review process. If any areas/departments find it appropriate to request a student fee, they may obtain a Fee Review/Request Form online or



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from the office of the Vice President for Student Affairs. The Fee Review/Request Forms must be submitted by the last Friday in the month of November.

- ii. All fees are approved for one (1) year periods, except as noted below. Fees can be, and often are, approved multiple years in a row, as long as the fee is still benefitting students and is accomplishing the intended outcome as outlined in the original Fee Review/Request Form.
  1. Exceptions to the one-year approval term include:
    - a. Building fees or other fees initiated to fund improvements to student facilities and services through bonded indebtedness or other legally binding debt instruments.
    - b. Fees established at the time of construction for 65% of the ongoing operating and maintenance costs of the building, facility, or project.
- iii. Each fee (except those exempted in 3.B.ii.1), whether a new fee or a continuing request, will be reviewed annually by the Committee. The Committee will review each fee and make a recommendation based on the most appropriate course of action. The Committee will review all fees in one (or in some cases all three) of the following ways, depending upon how much information is needed in order to make an informed recommendation:
  1. First, all Committee members will review the submitted Fee Review/Request Form. If there are no further questions, a vote will be held and an informed recommendation will be made.
  2. If further information is needed to make an informed vote and recommendation, a series of interviews, office visits, and other communications between representatives of the Committee and the requesting area will be conducted. If there are no further questions, an informed vote will be had and a recommendation will be made.
  3. If further information is still needed to make an informed vote and recommendation after option 1 and 2, the Committee may request a formal presentation by the requesting area at a Fee Committee meeting. After listening to the presentation, the Committee will hold a vote and make a recommendation.
- iv. The Committee has the option to recommend either increasing or decreasing a fee amount, unless the fee is exempted from adjustment as outlined in 3.B.ii.1. Additionally, debt covenants include provision to automatically increase fees by the amount necessary to meet debt service payments in the event a shortfall in funding occurs.



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1. If the Committee is considering decreasing a fee amount, the Committee will allow for the area receiving those fees to present to the Committee to justify the need for the current fee prior to the final vote on reducing or removing their fee.
- v. A Committee recommendation must pass by a two-thirds (2/3) majority of the quorum. A quorum consists of at least seven (7) voting Committee members.
  1. Committee members are expected to form an opinion and vote on each motion and fee. Votes of “abstention” will not be recognized and the votes will either pass or fail based on a 2/3 majority of the remaining voters.
- vi. If a new fee request is made that exceeds \$10 a semester, or if an area with an existing fee requests an increase in excess of \$10 a semester, the Committee may elect to organize a student survey to allow for the entire student population to weigh in on the request.
  1. If a survey is administered, it must be completed by mid-February. Therefore, a decision to move forward with a survey must be made by mid-January to allow adequate time to educate students on the issue.
  2. The decision to put forth a student survey will be made by a majority vote of the Student Fee Committee.
  3. The survey will be organized by Committee members and the Office of Student Involvement and Leadership. If necessary, the Office of Institutional Research and the Office of Marketing Communications may be enlisted to assist with the effort.
- vii. The Fee Committee must complete their review of all fees by the last day of February. After the Committee completes its yearly fee-review process, a recommendation letter, regarding general student fees, will be sent to the SUU President’s Council before Spring Break. Final fee recommendations from the President’s Council are forwarded to the SUU Board of Trustees and then to the State Board of Regents for their respective review and approval.
- viii. In order for a fee to go into effect, it must be approved by the President’s Council, SUU Board of Trustees, and the State Board of Regents. Once all these levels of approval have been met, the requesting areas will be notified of acceptance, adjustment, or denial of their request.
- ix. Fees go into effect the beginning of the next fiscal year, typically starting on July 1.



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- c. Fee Compliance
  - i. The use of student fees will be in compliance with applicable federal, state and university rules, regulations, laws, policies and procedures.
  
- d. Records
  - i. All Fee Request/Review Forms, recommendation letters from the Committee to the President's Council, and Committee meeting minutes will be maintained by the Vice President for Student Affairs office.

**IV. RESTRICTIONS**

- a. Student fees should not generally be used for;
  - i. program or services that can be supported by state or auxiliary funds.
  - ii. capital expenditures.
  - iii. direct instructional costs.
- b. Student fees may be used for student clubs and organizations. Nevertheless, such funding to student clubs and organizations should not be appropriated directly but rather through SUUSA's processes.