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**SUBJECT: Student Fee Review Committee**

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**I. PURPOSE:**

This policy establishes the process of annual review and recommendations from student leaders to the University administration on student fee disposition, including changes in existing fees and the addition of new 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 formalize the involvement of students and selected University officers in the student fee recommendation process by: (a) Providing budget information regarding the use of student fees, (b) providing administration with valuable input regarding desired benefits from student fees, (c) increasing students', administration and the University community's awareness and understanding of student fees.

**II. REFERENCES:**

Utah Code 53B-7-101 (Combined Requests for Appropriations – Committee Fixes Tuition, Fees and Charges).

Utah Committee of Regents R510, Tuition and Fees (R510-5 General Fees Other Than Tuition).

SUU Policy 5.4 Board of Trustees Bylaws.

**III. POLICY:**

**A. Committee Composition**

1. The Committee members shall be:
  - a. The Vice President for Student Services, Chair of the Committee
  - b. SUUSA Student Body President
  - c. SUUSA Academic Vice President
  - d. SUUSA Involvement Vice President
  - e. SUUSA Activities Vice President
  - f. Two students at large appointed by the SUUSA Executive Council
  - g. A designee from the Financial Services area who serves as a financial advisor in non-voting capacity.



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2. The four elected SUUSA student officers shall serve on the committee for their term of office. Two students-at-large will be appointed each year. University administrators will serve while they hold their respective administrative positions.
3. A Committee recommendation must pass by at least a simple majority of the quorum. A quorum consists of at least four voting Committee members.

**B. Fee Review Procedures by the Committee**

1. The Committee may change the rotation for the review of specific fees pending extenuating circumstances (i.e., request for fee increases or new fees). Each fee will be reviewed at least once in a two year cycle. The rotation schedule will be determined by the Committee from the fee accounts.

If a new fee is to be added under a new department, that area will be addressed the year the new fee is proposed and then added into the rotation schedule.

2. The Chair of the Committee will send a review/request form to departments selected for review in a specific year by October 1. The completed form is due back to the Committee by November 1. The review form is submitted whether or not the area is requesting a fee increase.
3. If any fee account managers wish to request an increase for the coming year that area/department would become part of the review in that year and would complete a request form for a fee increase by November 1.
4. If a new fee is being requested, the University area or department which would administer the fee will complete the review/request form by November 1. There will be public campus notification of the fee review process so any new areas/departments who find it appropriate to request a student fee may obtain the Fee Review/Declaration form available in the Vice President for Student Services office.
5. The Committee review process will allow for appropriate communication with requesting entities and among Committee



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members in determining fee recommendations. In evaluating budget proposals, the history of an organization's adherence to past budgets, expenditure of fees for approved designated purposes, availability of detailed accounting records, and cost effectiveness of past programs, compelling student need and the direct benefit derived to students will be considered.

6. After all departments whose fees are being reviewed have presented at an open hearing, the Committee will make final recommendations to the President's Council. The recommendations will be sent to the President's Council no later than the end of the second week of classes for spring semester.
7. After the Committee completes its yearly fee review process, it will make recommendations regarding general student fees to the SUU President's Council. Final fee recommendations from the President's Council are forwarded to the SUU Board of Trustees and then to the Regents for their respective review and approval.
8. The President's Council student fee recommendations forwarded to the SUU Board of Trustees will simultaneously be sent to the Committee.

**C. Fee Compliance**

Expenditures of student fees will be in compliance with applicable federal, state and university rules, regulations, laws, policies and procedures.

**D. Changes to the Policy**

The Committee can recommend changes to the policy to make the process function more efficiently. The policy will be reviewed annually.