



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 11.8
Date Approved: 11/12/04
Date Amended: 06/14/12
Reviewed w/no Changes:
Office of Responsibility: VP SS
Page 1 of 4

SUBJECT: Student Fee Review Committee

I. PURPOSE:

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 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 representatives in the student fee recommendation process by: (a) reviewing the revenue and expenditure accounts of departments funded in whole or in part by student fee dollars, (b) providing the University administration with valuable input regarding student priorities and benefits from student fees, (c) facilitating campus awareness of student fees and student priorities specific to these fees, and (d) providing students with direct input into decisions regarding the allocation of student fees.

II. REFERENCES:

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

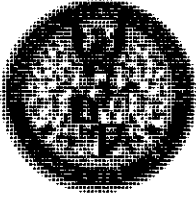
Utah Committee of Regents R510, Tuition and Fees (R510-5 General Fees Other Than Tuition).

SUU Policy 5.4 Board of Trustees Bylaws.

III. POLICY:

A. Committee Composition

1. The Committee members shall be:
 - a. SUUSA Student Body President, Chair of the Committee.
 - b. Vice President for Student Services, in a non-voting capacity.
 - c. Director, Student Involvement and Leadership (DSIL).
 - d. At least one designee from the Financial Services area who serves as a financial advisor in a non-voting capacity.
 - e. Two (2) SUUSA Senators selected by the Committee Chair in consultation with the DSIL.
 - f. SUUSA Involvement Vice President.
 - g. A designated representative from the Residence Hall Association.
 - h. A designated representative from the United Greek Council.

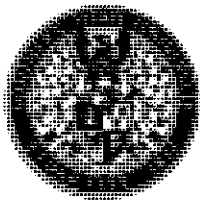


SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 11.8
Date Approved: 11/12/04
Date Amended: 06/14/12
Reviewed w/no Changes:
Office of Responsibility: VP SS
Page 2 of 4

SUBJECT: Student Fee Review Committee

- i. A student athlete from the Student Advisory Committee.
 - j. Two students at large, one of whom should be non-traditional in age, appointed by the Chair of the Committee.
 2. The four (4) elected SUUSA student officers shall serve on the committee for their term of office. Two (2) students-at-large will be appointed each year. University administrators will serve while they hold their respective administrative positions. The designated student leaders shall serve for a period of one year.
 3. A Committee recommendation must pass by a three-fourths (3/4) majority of the quorum. A quorum consists of at least five (5) voting Committee members.
- B. Fee Review Procedures
 1. The Vice President for Student Services will send a review/request form to all student fee receiving departments by the last Friday of October. The completed form is due back to the Committee by the last Friday of November. The review form is submitted whether or not the area is requesting a fee increase.
 2. There will be public campus notification of the fee review process. If any areas/departments find it appropriate to request a student fee, they may obtain a Fee Review/Request form. These forms are available in the office of the Vice President for Student Services. If a new fee is being requested, the University area or department which would administer the fee will complete the review/request form by the last Friday in the month of November.
 3. Each fee will be reviewed at least once in a two (2) year cycle. In any given year, in addition to those fees subject to review based on this policy, the Committee can mandate additional review(s) for any reason or no reason at all.
 4. If a new fee is proposed and approved, the allocation will be subject to review the subsequent year and then every two (2) years thereafter as outlined in III. B. 1.
 5. If a program or service requests a fee increase and that increase is approved, it will be subject to review the subsequent year and then every two (2) years thereafter as outlined in III. B. 1.

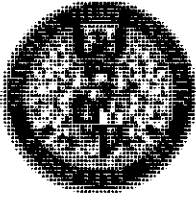


SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 11.8
Date Approved: 11/12/04
Date Amended: 06/14/12
Reviewed w/no Changes:
Office of Responsibility: VP SS
Page 3 of 4

SUBJECT: Student Fee Review Committee

6. The Committee review process will allow for appropriate communication with requesting entities and among Committee members when determining fee recommendations. In evaluating fee allocations, the Committee will consider, among other items:
 - the fiduciary accountability of the program or service, to include a fiscal audit by Committee members;
 - whether there is a compelling student need;
 - value-added (the direct benefit to the students),
7. Any program or service requesting a new fee or a fee increase will have an opportunity to present to the Committee.
8. If the Committee determines that an allocated fee is no longer serving its original proposed purpose, the Committee must vote to eliminate the fee. The fee is not eligible for allocation to an alternate need. The only option available when a Committee deems the fee unnecessary/inappropriate is termination of the fee.
9. If a student fee request, whether in the form of a new fee or an existing fee increase, is substantial (as defined by the committee membership) or supports an initiative the Committee believes should be reviewed by the larger student body, the Committee may elect to organize a student referendum to allow for the entire student population to weigh in on the request.
 - a. If a referendum is held, it must be completed at least four (4) weeks prior to the conclusion of the state's legislative session; therefore, a decision to move forward with a referendum must be made by January 31 to allow adequate time to educate students on the issue.
 - b. The decision to put forth a student referendum will be made by a majority vote of the Student Fee Committee. In the case of a tie, the vote of the Director of Student Involvement and Leadership will be voided.
 - c. The referendum will be organized by Committee members and the Office of Student Involvement and Leadership. If necessary, the Office of Marketing and University Relations will be enlisted to assist with the effort.



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 11.8
Date Approved: 11/12/04
Date Amended: 06/14/12
Reviewed w/no Changes:
Office of Responsibility: VP SS
Page 4 of 4

SUBJECT: Student Fee Review Committee

10. 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.
 11. The President's Council student fee recommendations forwarded to the SUU Board of Trustees will simultaneously be sent to all Committee members.
- C. **Fee Compliance**
The use 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.