

## Slide 1

Hello, I'm Rebecca Gadson and serve as the chair of the Student Fee Advisory Committee. The purpose of this presentation is to provide an overview of how to prepare and submit a request for funding to the Student Fee Advisory Committee.

## Slide 2

Here's a little background before we begin. Chapter 54 of the Texas education code states that institutions of higher education can only collect tuition, fees, or charges from students that are permitted by law and further describes the authorized fees.

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Two categories of authorized fees that students may pay while attending UTRGV are compulsory or mandatory fees and those that are optional or are incidental fees for which approval was granted through the processes outlined in the handbook of operating procedures policy STU 05-101.

Mandatory fees are charged to all students who are enrolled at the institution and include the university services fee; student services fee; intercollegiate athletics fee; recreation fee; medical services fee and the student union fee.

Incidental and optional fees are those that are paid based on utilization. Examples include the purchase of a parking permit, living on campus, or the purchase of a resident or commuter meal plan.

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The student services fee advisory committee is seeking to review budget proposals for use of the student services fee for fiscal year 2025. The student services fee is a mandatory fee and can only be used to fund student services that are not funded by another authorized fee. As per the Texas education code, student services mean activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students. Examples include things like speakers, arts, cultural and entertainment series, student publications, student government, and student services.

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The Student Fee Advisory Committee's membership is made-up of nine voting members, five of which are student members and four university representatives that are either faculty or staff. The role of the Student Fee Advisory Committee is to review the requests to determine it is eligible for funding from the student services fee, meaning the expense involves or benefits students, the request funds activities or services that are separate and apart from academic functions, and that there isn't already an existing fee whose purpose is to cover the activities described in the request and to make a formal recommendation to the president regarding the allocation of the available funding.

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The timeline for the fiscal year 25 request cycle begins in November with a call for proposals. The deadline for proposals to be submitted for consideration to the Student Fee Advisory Committee is Friday, January 19. The committee will begin review of the proposals in February and will complete the review and recommendations report to the president around April. The recommendations report will be posted online at [utrgv.edu/SFAC](http://utrgv.edu/SFAC). Upon receipt of presidential approval and the university's budget process finalized, notifications to the requestor will be made.

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The committee's meeting schedule is posted online and are open to the public.

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The student service fee request forms are available on the Student Fee Advisory Committee website. Requestors may submit a one-time request for funding for this fiscal year using the fiscal year 24 one-time funding request form. A one-time funding request is typically for an expense that was unanticipated during the fiscal year 24 request cycle. The Fiscal year 25 funding request form is used for requesting continued funding or for submitting a brand-new request for funding from student services fees.

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Again, the request forms can be found on the Student Fee Advisory Committee website at [utrgv.edu/sfac](http://utrgv.edu/sfac). Click on the link for the form. You will be prompted to log in using your UTRGV username and password to access it. Since it is a Microsoft Form, the information is saved as you fill it out and is available for you to return to complete it until you hit submit. When you submit the form, you can request to receive a copy of your completed request to your email. If you are responsible for more than one cost center funded by student services fees, you should submit a request for each cost center.

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Here is a more detailed review of the fiscal year 25 request for funding form.

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The first section of the form asks for specific information related to the requester, the existing cost center number and name of the cost center if the request is currently funded with student services fees. If this is a new request, the form provides directions on how to complete these fields.

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And Section 2 provides a place to upload the budget. There is an excel template provided on the SFAC website which should be used.

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When opening the excel budget template, save as using the cost center number and project name, followed by the fiscal year. This will help you maintain your historical records and help keep the materials organized for the committee.

When entering the funding amounts, there is no need to enter a comma to separate the digits and any increases to salaries or student wages will automatically calculate the benefits. Please do not forget to prioritize the line items. Place a 1 for the line item that you consider the highest priority, a 2 for the next item and so forth.

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Section three of the request form consists of questions for the requester to provide background information about the request, how the funding involves or benefits students, its relation to the university's strategic plan, and program's impact.

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Requestors are asked to report if there are any other sources of funds that supplement the funds being requested.

In addition, for projects that currently receive funding, the requestor is asked to provide additional information if there are any changes to the amount being requested for FY25 and describe how the funds were used previously.

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The form has capacity for a lengthy response to each question. However, there is also an opportunity for the requester to attach additional supporting documentation to the request. For example, a requester may wish to provide a copy of an annual report, assessment results, and or articles, newsletters, or similar artifacts.

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Please make sure you are aware of your unit's expectations before submitting the request form.

It is important that your unit leadership is both aware of and supportive of your request prior to submitting it for consideration to the Student Fee Advisory Committee.

## Slide 18

The chair of the Student Fee Advisory Committee will submit a summary to each divisional head of the requests received from their area.

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If there are any questions about the student fee request process, please do not hesitate to contact the Office of the Dean of students by emailing [dos@utrgv.edu](mailto:dos@utrgv.edu) or by calling 665-2260.