SOUTHERN UTAH UNIVERSITY
Student Fee Review Committee
Fee Request and Review Form

Introduction
The *Student Fee Request and Review Form* is to be submitted each year for existing student fees or when requesting new student fees.

Student Fees
A student fee is a fee charged to students that is in addition to any tuition and any program or course fees. Student fees provide benefits to student such as free admittance to athletic events, theater events, mental health counseling services, use of computer labs, etc.

Student fees are not used to supplement budget cuts, loss of grants, loss of donation; loss of Education and General Funds (E & G) received from the legislature; capital improvements for E & G buildings; one time fund requests; one time capital expenses, etc. Capital expenses are one-time expenditures such as computers, phones, furniture, etc.

About the Student Fee Review Process
The Vice President for Student Affairs office 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. *Forms can be turned in at the Vice President for Student Affairs office in the Student Center, ST 201.*

The student fee review committee typically begins meeting in January for approximately two months to review the fee requests that were received in the fall. At the end of this period, the committee will make a recommendation to SUU's President's Council. The President's Council can accept, reject or modify the recommendations. The Council's recommendations are then passed on to the SUU Board of Trustees. The Board of Trustees can accept, reject or modify the recommendations. The Board's recommendations are then passed on to the Utah Board of Regents. The Regents can accept, reject or modify the recommendations. Once the final word is received from the Regents, each department who submitted a request is notified by e-mail about the results of the fee process. Notifications to departments can be sent out as late as May.

Student Fee Review Committee meetings are open meetings. You may attend a meeting and listen, but may not contribute from the sidelines. If you are interested in attending a meeting, a schedule of meetings, once determined, can be obtained from the Vice President for Student Affairs Office or from the Committee Chair, the SUUSA Student Body President.

Please be sure to provide all information requested including an accurate head count of students who use the services or attend the events associated with this current fee or proposed fee.

Please attach an income and expense report for last year and a current fund balance. If this request is for a new fee, attach a proposed budget.

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Organization Name_____

Department Head or Fund Administrator_____

E-mail _____Phone _____

Date_____Request for Year _____

Check appropriate box:

☐ Request New Student Fee

☐ Request an Increase in Existing Student Fee

☐ Request a Decrease in Existing Student Fee

☐ No Change in Fee – Review Only

Name/Purpose of Student Fee_____

Amount (per semester) of Student Fee _____

Term/Duration of Student Fee_____

Summary - Justification of Student Fee

_____

_____

_____

Please provide an attached detailed listing of events and activities that are made possible as a result of this fee. Please designate if there is a cost for students associated with any of your events and activities.

_____

_____

_____

If awarded this fee or fee increase, how do you plan to spend the money?

_____

_____

What are your operational goals for the next 3-5 years? What role do student fees play in those goals?

What other funding sources does your department/area have? (i.e. E & G/State monies, fundraisers, ticket sales, etc.

Why do you believe students should financially support your operation?

How does this fee directly benefit the students? How many students will benefit from this fee?

How do you track students who benefit from this fee?

What is the current fund balance for this fee? (if applicable)