



## Mandatory Student Fee Participation Form

In January 2010, the Board of Regents amended Section 7.3.2.1 of the Policy Manual to expand student involvement in the review of mandatory student fees. According to the amended policy:

*Proposals submitted by an institution to increase mandatory student fees and proposals to create new mandatory student fees shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.*

*All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.*

*Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.*

The policy, therefore, requires that:

- (1) The mandatory student fee request and budget for all mandatory student fees must be presented to an institutional committee.
- (2) 50% of the committee shall be students appointed by the student government association (minimum of four students).
- (3) The institutional committee shall serve in an advisory and counseling capacity.
- (4) Approval of the committee is NOT required for review of the fee request by the Board of Regents Central Office. However, no fee request will be reviewed without a completed and signed form.

***Please complete this form for all mandatory student fees.***

<b>Institution:</b>		<b>Name of Mandatory Fee:</b>				
<b>Select Action:</b> <input type="checkbox"/> New Fee <input type="checkbox"/> Fee Increase <input type="checkbox"/> No Change		<b>New Fee Amount</b>	\$	<input type="checkbox"/> Budget Reviewed by Committee		
		<b>Fee Increase Amount</b>	\$			
<b>Committee Name:</b>		<b>Vote Date:</b>		<b>Vote Results</b>		
	<b>Name of Committee member</b>	<b>Affiliation (Faculty, Staff, Student)</b>		<b>Yes</b>	<b>No</b>	<b>Abstain/Absent</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						
<b>11</b>						
<b>12</b>						
		<b>Total</b>				

**Signed: Committee Chair**

**Date**

**Chief Business Officer**

**Date**