STUDENT SERVICE FEE COMMITTEE

FUNDING REQUEST INSTRUCTIONS

The Student Service Fee (SSF) Committee will be accepting requests for funding for the FY18 fiscal year. With a slight increase in enrollment during FY17, the committee will still be working with a lean budget. Therefore, the committee is requesting all departments and organizations to consider any requests for increases very carefully. Remember, the funding request needs to meet the definition outlined in the Texas Education Code Section 54.503.

TEXAS EDUCATION CODE

Section 54.503 of the Texas Education Code states that Student Service Fees “shall be used only for the support of student services.” Furthermore, student services are defined as “activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.”

The committee will also be accepting one-time funding requests and creating a priority list for funding. The committee would like it known that one-time requests should not be submitted for reoccurring programming and/or expenses. However, the committee would consider funding a pilot program.

The deadline for returning all of your requests is March 24, 2017 @ 5pm. For questions concerning the SSF request process, please contact Tim Willett (903) 886-5141 or at Tim.Willett@tamuc.edu for any other SSF questions, please contact Dean Tomas A. Aguirre (903) 886-5171 or at Tomas.Aguirre@tamuc.edu

FYI:

For those departments and/or student organizations that would like more information on preparing your Student Service Fee requests, Campus Life & Student Development will be offering an opportunity on March 7, 2016 for Q & A about the SSF process. There session will be from 10:00am-Noon in the Rayburn Student Center.