Guidelines

Student Service Fees (SSF) applications must be submitted using the SSF Application Form (http://www.tamuc.edu/campuslife/DeanOfStudents/Funding%20Opportunities%20in%20CLSD/default.aspx). Application materials can be submitted either in hard copy or e-mail format. After receiving the completed application, the SSF Committee will send a notification of time and date of your presentation. The requesting department or organization must send at least one representative knowledgeable about the request to this meeting to answer committee questions about their request in order to receive approval. Organizations will receive a notification when their request has been approved by the Dean of Students Office. This usually occurs in June. Only submissions with sufficient documentation will be approved.

This fee is used for student organizations, government, programs, publications, counseling, placement, tutors, and in support of other student services.

As you complete your request for funding support, please be reminded that Student Services Fee funding decisions will be made in the context of the following Texas A&M System definition of Student Services Fees (section 54.503):

“Student services” means 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.”

Any department or organization requesting funding will need to have a current University account or will need to have one created. Any department and/or organization that has requested travel funds must do so in their annual budget submission.

The committee reserves the right to review any department or organization’s itemized budget and return to the residual account any funds which were not expended on the approved items. All departments and/or organizations are required to notify the Dean of Students as soon as it is determined that all of their funds may not be utilized as requested and they request that the Dean of Students review their modified plan to use those funds elsewhere. Notification should be within two weeks of the scheduled program. Any submission of fraudulent use will result in all funds previously approved being forfeited and may jeopardize future funding requests for up to one year for the department or organization.