



### **Guidelines for Student Services Fee Budgetary Requests**

Student Services Fee (SSF) Budgetary Requests must be submitted using the Laserfiche application form found at <https://dms.tamuc.edu/Forms/ssf>. Please be sure your submission has sufficient documentation for consideration by the SSF Committee. SSF budgetary requests must route for approval by the next level supervisor or campus advisor. Please communicate with your supervisor or campus advisor so they are aware of pending approval. 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.”*

The Budget Office will be able to assist with SSF budget related questions. Please email [Budget@tamuc.edu](mailto:Budget@tamuc.edu) to make an appointment.

After receiving the approved application from next level supervisor or advisor, the SSF Committee will send instructions for presentations. 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 consideration. The SSF Committee will submit recommendations to the University President. Once finalized, the Dean of Students office will notify requesting departments or organizations of the funding decision. This usually occurs in June.

The committee utilizes spring SSF account balances to estimate carry forward balances. The completion of the Impact Analysis Form is vital to the committee to understand how the remaining account balance will be used the remainder of the fiscal year. The committee will communicate final decisions on carry forward balances and has discretion to reallocate funding as needed.

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. The Dean of Students will 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.

For more information on SSF Budgetary Requests, see the Dean of Students webpage at:  
<https://www.tamuc.edu/office-of-student-affairs/dean-of-students/>