

Student Fee Allocation

The “Student Fee” is one of the standard fees that is collected from students as outlined *Procedure 5041.2: Tuition, Standard Fees and Housing & Dining Fees*. The Office of the Vice President for Student Affairs (VPSA) administers the procedure to allocate the proceeds collected from the *Student Fee*.

The dollars collected from the *Student Fee* are intended to be spent in the fiscal year they are collected so that the students contributing can experience the benefit. The process for the *Student Fee* allocation begins with the Student Fee Allocation Committee (SFAC) on the two primary campuses of NWCCD – Sheridan College and Gillette College. All students registering for credit courses in the District are obligated to pay these fees and they may be different based on the county where the course is offered. The District assesses and collects student fees from students each semester in which they are enrolled. Student fees are designed to support student clubs, District Affiliated Organizations (DAO), student services, and activities.

District Affiliated Organization (DAO) is defined as an organization of students whose function is very similar to a Club, differentiated by the fact that a DAO has a coach, advisor, or supervisor whose District role or job description directly includes the advising of this group. (*Procedure 5060.2: Student Organizations*)

- I. STUDENT FEE ALLOCATION COMMITTEE (SFAC) makes recommendations to the Vice President for Student Affairs about the activities that should receive fee support and the level of that support.
 - A. There are eight members of the Student Fee Allocation Committee (SFAC):
 - a. Voting Members
 - i. The President of the campus student governance organization serves as the chair and only votes in the case of a tie.
 - ii. Treasurer of the campus student governance organization.
 - iii. Four at-large members of the student body, preferably one of each:
 1. Residential Student
 2. Commuter Student
 3. Adult-Returning Student
 4. Student Athlete
 - b. Non-Voting Members
 - i. Student governance advisor(s) in a non-voting capacity.
 - ii. Secretary of student governance to take minutes, in a non-voting capacity.
 - B. A quorum will consist of a majority of voting members.
 - C. Voting members with a conflict of interest must declare the conflict and, although they can engage in discussion on the issue in which they have conflict, they will refrain from any vote on the issue.

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I. FUNDING CRITERIA

- A. *Student Fee* proceeds will be used to support programs and equipment for student services, student activities, and DAOs that contribute to and enrich the overall mission and goals of the District community.
- B. The work of the SFAC is to provide funds to diverse programs reaching as many students as possible.
- C. In evaluating funding requests, the level of student participation, current budget, and past accomplishments will be factors considered by the Committee.

II. FUNDING PROCESS

- A. Notification of initiation of the fee allocation process will be made by the student governance.
- B. The student governance advisor will distribute budget request procedures and forms to eligible groups.
- C. The funding request must include supporting documentation:
 - Current budget level
 - A detailed explanation of how current allocation has been used (as applicable).
 - An itemized budget for how the requested money will be used.
 - An explanation of how the club/organization/group benefits NWCCD
- D. Presentations by representatives of the group requesting funding will be scheduled by SFAC or the student governance organization.
- E. SFAC final budget recommendations, passed by a simple majority of the quorum, shall be considered at formal meetings, the last of which shall be held no later than the end of April.
- F. Recommendations will be presented at the subsequent meeting of the student governance organization.
- G. Upon approval, the recommendations will be presented to the Vice President for Student Affairs for inclusion in the next fiscal year budget.

III. FUNDING ASSUMPTIONS

- A. The following activities, DAOs, and services are examples considered for funding:
 - Athletics
 - Student Publications (Student Planner)
 - Campus Life/Leadership Activities
 - Student Governance
 - Fitness Center
 - Computer Users (WEPA)
 - Programming Board
 - Campus Specific Groups (e.g., Commons Fee, Venture Outdoors, etc. based on a vote of the individual campus)
 - Student Employment
- B. Groups who have previously received funds should not necessarily assume that current funding levels will be maintained.

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- C. Student clubs (e.g., Art, Agriculture, Political Science, etc.), are eligible for funds from Student Governance as mandated by the Constitution of the Student Governance on each campus, and cannot participate in this process.
- D. The Commons Fee is part of the Student Fee proceeds at Sheridan College and equals \$60,000 per year. These proceeds are to be used for student employment to support operations for the Thorne-Rider Campus Center and food service operations.
- E. Unencumbered funds may be reverted to the Student Fee Allocation Fund at the end of the year to be made available for reallocation by SFAC. Allowances will be made for expected purchases or projects that are planned but not yet encumbered for that year.
- F. Activities and groups receiving funding through this process may request additional funds if the need arises during the academic year, and if there are funds available. Each request will be considered by the SFAC; the SFAC will meet on an as needed basis to consider these requests. Requests should be submitted to the Director of Campus Life and Housing who will convene a meeting of the SFAC.
- G. Special requests for funds for one-time purchases or programs may be made to the SFAC at any time.

IV. AUTHORIZATION OF EXPENDITURE OF FUNDS

- A. The allocation of the *Student Fee* for an academic year, as recommended by this Committee, must be approved by the Student Governance at a regularly scheduled meeting.
- B. Allocated budgets as determined by the SFAC, and approved by the Student Governance, shall constitute standing approval for expenditure of funds. No further documentation, such as committee minutes, need be submitted with requisitions. It is expected that groups expending the funds will abide by the budget submitted at the time of the fee allocation process.
- C. Budgets and expenditures are subject to review by the SFAC at any time.
- D. In years where the *Student Fee* collection significantly exceeds the budget, a special meeting of the SFAC will be called to distribute additional funds to support clubs, DAOs, teams and other student activities.
- E. \$20,000 will remain in the SFAC reserve to be available for extended years of low enrollment.
 - 1. Use of reserve funds requires a 2/3 vote of the SFAC membership and requires a plan to replenish the reserve as quickly as possible.