

## University Policy 4203: Logan Campus General Student Fee Policy

**Category:** Academic Affairs

**Subcategory:** Academic Fees & Awards

**Covered Individuals:** Current USU Students

**Responsible Executive:** Vice President of Student Affairs

**Policy Custodian:** Student Involvement and Leadership Office, Executive Director of Student Involvement and Leadership

**Last Revised:** N/A

**Previous USU Policy Number:** N/A

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### 4203.1 PURPOSE AND SCOPE

The University is committed to ethical stewardship of funds generated through student fees. This policy establishes the process to implement, review, revise, and repeal student fees in a fiscally responsible manner in compliance with USHE R516, General Student Fees. This policy applies to General Student Fees generated for Utah State University's Logan Campus.

### 4203.2 POLICY

Revenue generated from a General Student Fee must be identified for a specific purpose. It must not be used to fund instruction, academic support, general administrative expenses, or other expenses that should reasonably be covered with state appropriations or tuition. General Student Fees may be used for the following purposes:

#### 2.1 Student-Approved Facility Construction

Revenue from General Student Fees may be pledged to secure bonds to construct or renovate a specific facility that the student body approved in accordance with this policy. Such facilities shall be for the enrichment of the student experience and may not be for the construction of instructional space.

#### 2.2 Student-Approved Facility Operation

Revenue from General Student Fees may fund operation and maintenance, capital improvements, and other necessary operating expenses for student-approved facilities.

#### 2.3 Student Activities, Programs, and Services

Revenue from General Student Fees may be used to fund activities, programs, and services from which the general student body may benefit.

#### 2.4 Process

The General Student Fee Advisory Board oversees the following tasks: (a) establishing and revising fees; (b) reviewing fees; (c) repealing fees; (d) five-year comprehensive review; and (e) sunset of student-approved facility construction fees.

**2.4.1 Establishing and Revising Fees.**

Establishing new student fees shall be supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. Proposed revisions to General Student Fees must include a rationale for the proposed change and a revised budget plan.

Course fees, special fees for distinct groups, and tuition charges shall not be subject to review by the General Student Fee Advisory Board.

After review and comment by the USU Leadership Council, all new fee requests shall be voted on by the General Student Fee Advisory Board. A favorable vote by the General Student Fee Advisory Board will move the fee request to a referendum at the general student-body election. If the referendum passes, the General Student Fee Advisory Board will provide a positive recommendation to the University President and, if approved, to the Board of Trustees. A student referendum for new General Student Fees may be initiated by student petition as outlined in the USUSA Constitution.

Exceptions to the referendum process may be approved by the General Student Fee Advisory Board as long as the existing fee increase request is less than \$30 (per student per semester). Details about this exception are outlined in the Logan Campus General Student Fee Procedures Manual.

Requests for new General Student Fees for student-approved facility construction or renovation projects shall be subject to a vote of the student body. A majority of voting students must vote in favor of the proposal to move forward to the Board of Trustees.

Unless otherwise required by this policy, General Student Fees proposed to renovate or replace an existing student-approved facility do not require a student body vote if the project does not expand the facility's capacity and does not exceed \$10,000,000.

There shall be no automatic annual increases in General Student Fees. All increases must be implemented in a manner consistent with this policy. However, when the University President and Utah Legislature authorize a salary increase for USU employees, the General Student Fee Advisory Board should consider increasing General Student Fees to match the salary increase for USU employees paid through student fees. The General Student Fee Advisory Board may hold a special meeting to address salary increases or act early on anticipated action by the University President and Utah Legislature.

**2.4.2 Reviewing Fees.**

The General Student Fee Advisory Board shall review each Logan Campus General Student Fee annually to ensure the fee meets established objectives. The General Student Fee Advisory Board shall also review USU enrollment projections and enrollment impact on Logan Campus General Student Fee revenue, examine whether each Logan Campus General Student Fee may be proportionally adjusted with enrollment change, and assess the adequacy of fund balances. The General Student Fee Advisory Board may require an annual report/program review to determine if the expenditures are appropriate, if the fee is still necessary, and supports the original intent of the fee.

The General Student Fee Advisory Board shall provide a report of its annual report/program review of each Logan Campus General Student Fee, including any recommendations for revision or repeal, to the University President and Board of Trustees.

Fees created or adjusted for student-approved facility operation shall continue and be annually reviewed and adjusted according to the procedures set in this policy.

**2.4.3 Repealing Fees.**

The General Student Fee Advisory Board may recommend repealing a general student fee when pledged revenue is no longer needed for debt service, when programs, services, or activities are discontinued, or when an alternative funding source is identified.

**2.4.4 Five-Year Comprehensive Review.**

Beginning in 2020-21 and every five years thereafter, the General Student Fee Advisory Board shall comprehensively review all General Student Fees and determine whether each fee should be

retained, transitioned to tuition or state appropriations, or repealed.

#### **2.4.5 Sunset of Student-Approved Facility Construction Fees.**

Notwithstanding any other provision in this policy, each General Student Fee established for constructing or renovating a student-approved facility shall be repealed by the beginning of the academic year after bond obligations end. The General Student Fee Advisory Board shall identify these fees and make the appropriate recommendations to the University President and Board of Trustees.

#### **2.4.6 Reporting Obligations.**

The chair(s) of each Administrative-Fee Committee will report the utilization and efficacy of the student fee for which their committee has oversight. The report will be presented to the General Student Fee Advisory Board annually. The General Student Fee Advisory Board will report to the University President and Board of Trustees on proposed changes relating to existing fees and on all requests for new fees.

### **4203.3 RESPONSIBILITIES**

#### **3.1 General Student Fee Advisory Board**

Notify currently enrolled students of proposed student fee changes and the date, time, and location of the student hearing on the proposal. Hold a student hearing and summarize student comments to the Board of Trustees. Hold annual meetings to orient new members, review this policy, and identify issues to address over the coming year.

The General Student Fee Advisory Board comprises all elected USUSA officers, the Vice President for Student Affairs, the Associate Vice President for Student Affairs, the Executive Director of Budget and Planning Office, the Executive Director of Student Involvement and Leadership, Student Involvement and Leadership Advisor and Student Involvement and Leadership Staff Assistant, as well as seven students-at-large. Only the elected USUSA officers, the students-at-large, and the Vice President for Student Affairs hold voting privileges.

#### **3.2 Administrative Fee Committees**

Review proposed budgets and actual expenditures of each fee-receiving area. Forward budgets and reports to the General Student Fee Advisory Board. Ensure that each fee-receiving area maintains a desired level of service. The Administrative Fee Committees may recommend revisions to General Student Fees to the General Student Advisory Board to ensure that the fees are appropriate to maintain the level of service. Maintain a record that sets forth the rationale for each decision regarding fees.

### **4203.4 REFERENCES**

- [USHE R516 General Student Fees](#)

### **4203.5 RELATED USU POLICIES**

- [USU Policy 3114: Educational Benefits](#)
- [USU Policy 4202: Course Fees](#)
- [USU Policy 4204: Statewide Campus General Student Fee Policy](#)

### **4203.6 DEFINITIONS**

- **Administrative Fee Committee.** The committee reviews and recommends fee allocation and service levels within its fee-receiving area to the General Student Fee Advisory Board.
- **General Student Fee Advisory Board.** The committee oversees the establishment, review, revision, or repeal of General Student Fees.

- **General Student Fees.** Mandatory fees are assessed to students attending a Logan Campus upon registration to benefit students broadly and to support student inclusion, enrichment, and success as a campus community.
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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Procedures

- Logan Campus General Student Fees Procedure Manual

### Contacts

- [Alex Gatherum, Student Involvement and Leadership Office](#)

## POLICY HISTORY

Original issue date: 2024/11/11

Last review date: N/A

Next scheduled review date: 2026/01/01

Previous revision dates: N/A