

University Policy 4204: Statewide Campuses 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: 2024/11/12

Previous USU Policy Number: N/A

4204.1 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 Statewide Campuses.

4204.2 POLICY

Revenue generated from a Statewide Campus General Student Fee must be identified for a specific purpose. It may not be used to fund instruction, academic support, general administrative expenses, or other expenses that should reasonably be covered with state appropriations or tuition. Fund balances may be accumulated for large expenditures or reserves needing multi-year revenues only if planned, budgeted, and preapproved by USU's Board of Trustees. The Statewide Campuses General Student Fee Advisory Board shall annually budget general student fee revenue and expenses and shall account for the revenue of each Statewide Campus General Student Fee individually and separately from other sources. Statewide Campuses General Student Fees may be used for the following purposes:

2.1. Student-Approved Facility Construction

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

2.3. Student Activities, Programs, and Services

Revenue from Statewide Campuses General Student Fees may fund activities, programs, and services from which the general student body may benefit.

2.4 Fee Categories

Statewide student fees shall fall into four categories: Activity, Athletics, Building, and Instructional & Student Support. The Statewide Campuses General Student Fee Board will define how fees within these categories may or may not be used.

Changes to the categories themselves, increases, decreases, or changes to the Definitions of Use shall be reviewed and approved by the Statewide Campuses General Student Fee Board. Within the four categories, each Region Fee Committee is authorized to allocate the fee revenue into subcategories as part of its annual meeting. The Statewide Campuses General Student Fee Board may review the subcategory allocations to ensure they align with the definitions of use.

2.5 Process

The Statewide Campuses 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.

2.5.1 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 Statewide Campuses General Student Fees must include a rationale for the proposed change and a revised budget plan.

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

After review and comment by the USU Leadership Council, all new fee requests shall be voted on by the Statewide Campuses General Student Fee Advisory Board. A favorable vote by the Statewide Campuses General Student Fee Advisory Board will move the fee request to a referendum at the general student-body election. If the referendum passes, the Statewide Campuses 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 Statewide Campuses 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 Statewide Campus 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, Statewide Campuses 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 Statewide Campuses 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 Statewide Campuses General Student Fee Advisory Board should consider increasing Statewide Campuses General Student Fees to match the salary increase for USU employees paid through student fees. The Statewide Campuses 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.

The total of all Statewide Campuses General Student Fee amounts on each Statewide Campus must be consistent between all campuses and regions.

2.5.2 Reviewing Fees.

The Statewide Campuses General Student Fee Advisory Board shall review each Statewide Campus General Student Fee annually to ensure the fee meets established objectives. The Statewide Campuses General Student Fee Advisory Board shall also review USU enrollment projections and enrollment impact on Statewide Campus General Student Fee revenue, examine whether each Statewide Campus General Student Fee may be proportionally adjusted with enrollment change, and

assess the adequacy of fund balances. In addition, each fee-receiving area's chair(s) shall provide an annual report/program review for the Statewide Campuses General Student Fee Advisory Board to consider. The chair(s) may work with fee administrators to prepare the report.

The Statewide Campuses General Student Fee Advisory Board may not recommend reducing a Statewide Campuses General Student Fee authorized by the referendum process or previously approved by the University President and Board of Trustees unless either three years have passed since the fee was first authorized or the University President recommends the reduction. Upon the recommendation of the University President and the Board of Trustees, a fee may be discontinued.

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

2.5.3 Repealing Fees.

The Statewide Campuses 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, when an alternative funding source is identified, or when existing fees no longer align with this policy.

2.5.4 Five-Year Comprehensive Review.

Beginning in 2020-21 and every five years thereafter, the Statewide Campuses General Student Fee Advisory Board shall comprehensively review all Statewide Campuses General Student Fees and determine whether each fee should be retained, transitioned to tuition or state appropriations, or repealed.

2.5.5 Sunset of Student-Approved Facility Construction Fees.

Notwithstanding any other provision in this policy, each Statewide Campus 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 Statewide Campuses General Student Fee Advisory Board shall identify these fees and make the appropriate recommendation 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.

2.5.6 Reporting Obligations.

Each Region Fee Committee will report the utilization and efficacy of statewide campus fees to the Statewide Campuses General Student Fee Advisory Board annually. The Statewide Campuses General 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.

4204.3 RESPONSIBILITIES

3.1 Statewide Campuses 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 Statewide Campuses General Student Fee Advisory Board is comprised of the USUSA Executive VP (chair), all elected Statewide Service Region, Vice Presidents, one technical education student-at-large each from the Blanding, Eastern, and Moab service regions, a technical education administrator, Vice President for Student Affairs, Assistant Vice President of Statewide Campuses, Statewide Campuses Financial Officer,

USU Eastern Director of Campus Life, USU Blanding Program Coordinator of Student Involvement, and a Program Coordinator of Statewide Campuses from the Student Involvement and Leadership Center.

Only the elected USUSA officers, the students-at-large, the technical education administrator, and the Vice President for Student Affairs hold voting privileges.

3.2 Region Fee Committee

Review proposed budgets and actual expenditures of each fee-receiving area. Forward reports to the Statewide Campuses General Student Fee Advisory Board. Make recommendations to the Statewide Campuses General Student Fee Advisory Board regarding the appropriate use of fees to maintain a high level of service. Maintain a record that sets forth the rationale for each decision regarding fees.

4204.4 REFERENCES

- [USHE R516 General Student Fees](#)

4204.5 RELATED USU POLICIES

- [USU Policy 4203: Logan Campus General Student Fee Policy](#)

4204.6 DEFINITIONS

- **Region Fee Committee.** A committee that reviews and recommends to the Statewide Campuses General Student Fee Advisory Board fee allocation and service levels within each Statewide Campus Region.
- **Statewide Campuses General Student Fee Advisory Board.** The committee oversees establishing, reviewing, revising, or repealing General Student Fees on Statewide Campuses.
- **Statewide Campuses General Student Fees.** Upon registration, mandatory fees are assessed to students attending a Statewide Campus to benefit students broadly and support student inclusion, enrichment, and success as a campus community.

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

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

Guidance

- None

Related Forms and Tools

- None

Contacts

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

POLICY HISTORY

Original issue date: 2024/11/12

Last review date: N/A

Next scheduled review date: 2026/01/01

Previous revision dates: N/A