

IX-3 Procedure for Creating or Changing Student Self-Assessed Fees

NORTHWESTERN STATE UNIVERSITY

Procedure for Creating or Changing Student Self-Assessed Fees

- I. Purpose and Scope:** This procedure outlines the information that must be supplied to **create or change Student Self-Assessed Fees**. This information is needed to comply with University of Louisiana System Procedures.
- II. Reference:** University of Louisiana System Board Rule C-IV, Finance and Business, Section K.

III. Procedure:

Note: All student self-assessed fee proposals voted on by students and their successors must be submitted to the University of Louisiana System Board (ULS Board) for initial approval prior to the student vote.

Create New Fee/Increase Existing Fee:

Student Government Assoc. or Student Self-Assessed Oversight Committee

1. Initiates requests to put before student body vote the creation of a new or increase of an existing student self-assessed fee.

Note: It is recommended that the committee proposing the new fee or increase of an existing fee seek other organizations' support such as the Student Activities Board, Student Life Council, etc... when appropriate.

Student Government Assoc.

2. Prepares legislation to be presented to the SGA for approval.
3. Presents approved legislation along with the following supporting documentation to the President for review and approval.
 - a. **Student Affected** - Should include all types of students proposed to be affected, ie: all students; students with a specific home campus only; full-time students only; students enrolled in a certain number of hours only; students enrolled in a certain major or class only; or any combination of types of students.
 - b. **Term of Assessment** - Period of time the assessment is being requested for ie: 1 year, 3 years, perpetual, etc....
 - c. **Estimated Total Annual Revenues to be Generated** - Estimated revenue based upon student enrollments for the types of students to be assessed the fee. Business Affairs must recalculate and proof the requestor's estimate based on historical data and enrollment trends.
 - d. **FOP in which Revenue will be Recorded** - Advise which FOP they recommend the revenue to be deposited. Also, proposed account title and number must be given, if already established.

- e. **What expenditures will be made with generated revenue?** - By line item, advise what expenditures will be made from the revenues generated.
- f. **What is the current balance in this fee FOP?** - The current FOP balance is to be supplied by the requestor, if available. Business Affairs must verify balance to current accounting records.
- g. **If this proposed fee replaces another fee(s) or charges, what is the amount of the forgone revenues?** - Must identify any fee or charge being replaced and document the lost revenue, if records available. Business Affairs must verify lost revenue by researching financial records.
- h. **If this is a request to increase an existing fee, explain why the increase is needed and amount of increased revenues to be generated** - explain why the increase is needed and supply revenue estimates. Business Affairs staff to verify estimates based on enrollment history and trends.

President

- 4. If approves legislation, signs off on legislation document. If not approved, returns to SGA representative with reason why not approved.

Note: The approved legislation must be presented to the University of Louisiana System Board for approval prior to the student body vote.

- 5. Prepares correspondence and attaches legislation back up/justifications to be presented as an agenda item at the next ULS Board meeting.
- 6. Routes Board approved request to Vice Presidents with Board agenda items.

Student Government Assoc.

- 7. Places approved item on the student body election ballot for vote.
- 8. If fee has the simple majority vote of the student body, student approved referendum is forwarded to the President for final referendum approval.

President

- 9. Signs student approved referendum so that fee can take effect.
- 10. Routes approved referendum to Vice Presidents.

Appropriate Vice President & Business Affairs

- 11. Maintains file on all correspondence relating to approved legislation and referendum.

Decrease/Recall Existing Fee:

Note: All student self-assessed fees used to secure bonded indebtedness shall remain irrevocable until final payment is made on the bonds.

Note: Recall of fees, other than a fee used to pay bonded indebtedness, shall be subject to recall by a vote of the students in accordance with the SGA Constitution.

Student Government Assoc. or Student Self-Assessed Fee Oversight Committee

12. Initiates requests to put before student body vote the decrease or recall of an existing student self-assessed fee.

Note: It is recommended that the committee proposing the fee decrease or recall seek other organizations' support such as the Student Activities Board, Student Life Council, etc... when appropriate.

Student Government Assoc.

13. Prepares legislation to be presented to the SGA body for approval.
14. Prepares approval legislation along with the following supporting documentation to the President for review and approval.
- a. **Student Affected** - Should include all types of students to be affected, ie: all students; students with a specific home campus only; full-time students only; students enrolled in a certain number of hours only; students enrolled in a certain major or class only; or any combinations of types of students.
 - b. **FOP in which Revenues will be Affected** - Advise which FOP will be affected by the decreased or recalled fee. Account title and number must be given, if already established.
 - c. **What is the current balance in this fee account?** - The current balance in the FOP is to be supplied. Business Affairs must verify balance to current accounting records.
 - d. **If fee is being recalled, what will happen to any remaining FOP balance in the account?** - Will the FOP balance remain in the account for future expenditures or will it be transferred to the FOP balance of another account? Business Affairs must review the financial records based on request.
 - e. **If this is a request to decrease an existing fee, explain why the decrease is being requested and amount of decreased revenues to be generated** - explain why the increase is needed and supply revenue estimates. Business Affairs staff to verify estimates based on enrollment history and trends.

President

15. If approves legislation, signs off on legislation document. If not approved, returns to SGA representative with reason why not approved.

Note: Decreases and recalls of student self-assessed fees do not require University of Louisiana System Board for approval prior to the student vote.

Student Government Assoc.

16. Places approved item on the specified student body election ballot for vote.
17. If fee has the simple majority vote of the student body, student approved referendum is forwarded to the President for final referendum approval.

President

18. Signs student approved referendum so that fee can be decreased or recalled.
19. Routes approved referendum to Vice Presidents.

Appropriate Vice President & Business Affairs

20. Maintains file on all correspondence relating to approved legislation and referendum.