



The University of
Memphis

SA8000 - Student Activity Fee

Issued: July 30, 2013

Responsible Official: Vice President for Student Affairs

Responsible Office: Student Affairs

POLICIES

Policy Statement

In accordance with Chapter No. 606, Senate Bill No. 1824 of the Tennessee Public Acts of 1978, and upon approval of the University Administration in 1979, the Student Government Association and the student body by referendum, a Student Activity Fee was established. Such fees shall be used for student programming, student organizations, funding the Student Government Association, providing select student stipends/scholarships and to enhance a vibrant and dynamic student experience. The administration of this policy is a staff function responsible to the Vice President for Student Affairs.

Purpose

The purpose of the Student Activity Fee is to provide and promote programs to assist in the development of educational, social, cultural, recreational and leadership experiences of all students. The fee is designed to encourage broad student participation and to afford opportunities to all members of the student body. The intent of this fee is to support the university's non-instructional mission.

Definitions

Student Activity Fee (SAF): This is part of the university's Program Service Fee and is a required fee of all students who participate in any campus courses at the University of Memphis. These fees are assessed based on the student's matriculation level (undergraduate/graduate/law) and the number of hours

enrolled. Changes in fees must be approved by the Tennessee Board of Regents.

Student Activity Fee Allocation Committee (SAFAC): A university standing committee appointed annually by the President responsible for allocating a designated amount of the student activity fee funds collected each year. The committee shall be comprised of students, faculty and staff, with the number of students on the committee always greater than or equal to the combined number of faculty and staff. The committee members and committee chair will be chosen annually by the President based on a recommendation from the Vice President for Student Affairs. The committee chair must be a recognized campus leader, cognizant of issues from all perspectives and able to build consensus among committee members. The committee will hear allocation requests and make recommendations for allocations to the President through the Vice President for Student Affairs.

Requestor: Programs/Units which are eligible to request funds. Requests will be solicited annually in the spring semester, with the possibility of additional funding requests being solicited in the fall once fall enrollment is known. Requestors must attend allocation request meetings. Requests must be in writing and presentations must be made. Details on expected and actual expenses from previous year allocations must be included.

Student Activity Fee Allocation Guidelines: Detailed guidelines to steer, document and account for SAFAC process and procedures. Guidelines will be updated regularly with approval required by the Vice President for Student Affairs. The guidelines will include: definition of eligible Requestors; how requests are to be submitted; how the SAFAC process will work (requirements for ensuring accountability; minimum requirements which must be met and assessed to allow future year requests); and other related requirements, rules and parameters.

Procedures

1. This procedure and the Guidelines referenced above are set in place to specify how Student Activity Fees (SAF) collected from students will be allocated. The underlying goal is



to provide a transparent process which supports and enhances a vibrant and dynamic student experience for all students.

2. The entities which receive SAF funds are not defined or limited by the university's organizational or reporting structure.

3. SAF funds are not intended to be used for the university's basic instructional mission.

4. The majority of the SAF funds will be allocated to units/programs which exist to provide broad, appealing and exciting student event programming.

5. The university's Business & Finance Division will specify during the spring semester an estimated amount of funds available for allocations for the upcoming fiscal year. This decision will be a conservative formula estimate based on current and projected enrollment levels. As possible, additional funds for allocation may be made available each fall once specific enrollment levels are known.

6. The SAFAC and Chair will be appointed annually during the spring semester by the President based on a recommendation from the Vice President for Student Affairs.

7. The SAFAC will be trained and will hold allocation hearings before the end of the spring semester (and again during the fall semester as necessary).

8. The SAFAC will submit a recommendation memorandum to the President through the Vice President for Student Affairs.

9. Requestors will have 5 business days after they receive notification of the approved funding allocations to appeal the decision in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will submit a recommendation for decision on the appeal to the President. The President will make a final decision relative to the appeal.

10. Allocated funds must be expended between July 1 and the following June 30 of each fiscal year.

11. As long as the SAF at the University of Memphis Lambuth campus is collected and allocated in a separate parallel process, a separate UM Lambuth SAFAC will be appointed (there will be

some duplication of committee members between the UM SAFAC and the UM Lambuth SAFAC).

12. All Student Activity Fees (SAF) collected are State funds and are subject to procedures, rules and regulations relative to the collection, disbursement, and audit of State funds. Requestors receiving SAF allocations are subject to the regulations and auditing procedures as set forth by the university and the Tennessee Board of Regents. These funds shall not be used in any manner to influence public opinion, legislation, or voting on local, state or federal elections. No petty cash funds are allowed from SAF allocations.

13. With the exception of select student stipend/scholarships and salaries approved elsewhere, no Student Activity Fees (SAF) shall be used for personal gain or profit by any faculty/staff/student or student organization, its members or other persons, or to further any private venture.

Revision Dates

UM1764 - Issued: July 30, 2013
 Revised: November 5, 2013
 SA8000 supersedes UM1764

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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