

In accordance with UVU Policy 511 & Utah System of Higher Education Board Policy R516, the creation, review, change, and/or maintenance of student fees is recommended and approved by the General Student Fee Board, UVUSA Student Council, the UVU President's Council, the UVU Board of Trustees, and the Utah Board of Higher Education.



The continuation or creation of student fees shall be supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budgetary plan. By definition a general student fee is any university-wide fee assessed upon registration to students. Revenue from these fees is used to pay for programs, facilities, and services that are determined to be essential for the enrichment and broadening of opportunities for students. This does not include tuition, course fees, and special fees for particular courses, groups, or majors (UVU Policy 511 3.1). General student fees are not used to supplement budget cuts, loss of grants, loss of donations; loss of received funds from the legislature; and capital improvements for buildings that are not funded through general student fees. General student fees will be not be considered for one-time fund requests; academic program development; etc. Violation in the use of student fees may result in termination, reduction, or reallocation of the fees and the current balance.

To request the continuation or creation of a student fee the following form must be completed, signed and returned to the Student Body President, in SL 122, or via email. Following the receipt of the request it will be reviewed by the General Student Fee Board. Following the board's review, a fee hearing will be scheduled to be held during the annual UVUSA Student Fee Hearings. Student fee hearings take place between mid-January through mid-February, between 1-3pm on Thursdays. Specific dates will be announced at the beginning of the respective spring semester.

A student fee hearing consists of a presentation reporting on why the fee is being requested, how the money will be spent and, most importantly, how these expenditures will benefit the student body. At the conclusion of the UVUSA Student Fee Hearings, recommendations will be made and the review/approval process will begin ending with the Utah Board of Higher Education. Stewards will then be notified of the approval or denial of the continuation or creation of the requested student fee and any conditions associated.

Please type all responses (unless indicated otherwise). Cells will expand automatically as needed.

<b>UPCOMING FISCAL YEAR:</b>	
<b>REQUEST BEING MADE:</b>	<input type="checkbox"/> New Student Fee <input type="checkbox"/> Increase to Existing Fee <input type="checkbox"/> Decrease to Existing Fee <input type="checkbox"/> Maintain Existing Fee
<b>FEE TITLE:</b>	
<b>DEPARTMENT:</b>	
<b>STEWARD &amp; TITLE:</b>	
<b>CURRENT FEE AMOUNT:</b>	
<b>PROPOSED FEE AMOUNT:</b>	
<b>PURPOSE:</b>	
<b>JUSTIFICATION OF REQUEST AND/OR EXPLANATION OF ANY REQUESTED CHANGES:</b>	

As the steward of the requested fee and the respective fund in which it's housed, I recognize the sacrifice that students would make in paying these fees and the trust they would instill in me as a professional to use them responsibly and ethically.

I understand that any use of the student fees outside of the purpose and plan designated above would violate the conditions of the allocation of funds. Violation may result in termination, reduction, or reallocation of the fees and the current balance. Additional information regarding use of student fee funds may be requested periodically throughout the academic year.

**STEWARD**  
Please sign and date.

**STEWARD SUPERVISOR**  
Please sign and date.

\_\_\_\_\_  
(Insert Name Here)  
(Insert Title Here)

\_\_\_\_\_  
(Insert Name Here)  
(Insert Title Here)

**STEWARD ASSOCIATE VICE PRESIDENT  
OR DEAN**

Please sign and date.

**STEWARD VICE PRESIDENT**

Please sign and date.

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(Insert Name Here)  
(Insert Title Here)

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(Insert Name Here)  
(Insert Title Here)

