

System-wide Policy: BT0011 - Policy on a Student Programs and Services Fee	
Version: 2	Effective Date: 03/01/2019

**BOARD OF TRUSTEES
POLICY ON A STUDENT PROGRAMS AND SERVICES FEE**

SECTION 1. AUTHORIZATION OF THE FEE

The campuses of The University of Tennessee are authorized to assess, use, and allocate funds derived from a student activity fee, the Student Programs and Services Fee (SPSF), only in accordance with this policy. Campuses may exempt certain classes of students from paying all or part of the SPSF (e.g., part-time students; distance education students).

SECTION 2. PURPOSE OF THE FEE

The purpose of the SPSF is to advance the University's educational mission by funding non-instructional services, activities, programs, and facilities that promote student satisfaction and retention or promote the intellectual, physical, emotional, social, cultural, or leadership development of students.

SECTION 3. RESTRICTIONS ON THE USE OF SPSF FUNDS

- A. All expenditures of SPSF funds shall comply with University fiscal policies and procedures. The expenditure of SPSF funds shall be audited in the same manner as other University funds.

- B. Funds derived from the SPSF may be used only to fund the following:
 - 1. expenses relating to student services, activities, and programs organized or operated under the auspices of the Chief Student Affairs Officer (e.g., operating expenses and equipment; wages, salaries, and benefits);
 - 2. the student government association recognized by the campus administration;
 - 3. student media (e.g., student newspaper, student yearbook) recognized by the campus administration;
 - 4. intercollegiate and intramural athletics;
 - 5. the costs of acquiring, constructing, installing, or enhancing any University property or facilities primarily used for non-instructional purposes, including the satisfaction of indebtedness; and
 - 6. the operating and maintenance costs of facilities primarily used for non-instructional purposes.

- C. Campuses may establish additional restrictions on the use of SPSF funds.

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SECTION 4. CONTROL OF THE FEE

- A. The **Board of Trustees** retains ultimate control of the SPSF by virtue of this policy and by setting the amount of the SPSF at each campus annually upon the recommendation of the Board's Finance and Administration Committee.
- B. The **President** shall:
1. exercise ultimate executive control over the administration and fiscal management of the SPSF;
 2. make recommendations to the Finance and Administration Committee at the Annual Meeting of the Board of Trustees concerning the amount of the SPSF at each campus, after considering the recommendations of the Chancellors; and
 3. submit an annual written report to the Finance and Administration Committee at the Annual Meeting of the Board of Trustees concerning the use of SPSF funds at each campus for the previous academic year, which shall include a report detailing the use of SPSF funds at each campus that discloses the activities, services, programs, and facilities funded by the Student Programming Allocation Committee.
- C. The **Chancellor** shall:
1. exercise executive control over the administration and fiscal management of the SPSF at the campus, subject to the general supervision of the President;
 2. make an annual recommendation to the President concerning the amount of the SPSF prior to the Annual Meeting of the Board of Trustees;
 3. review and approve an annual budget for the use of SPSF funds submitted by the Chief Student Affairs Officer;
 4. provide the President with information to include in the President's annual report to the Board's Finance and Administration Committee concerning the use of SPSF funds; and
 5. perform any other duties described in this policy.
- D. The **Chief Student Affairs Officer** shall:
1. establish procedures for the general administration and fiscal management of SPSF funds;
 2. designate and supervise a fiscal officer for SPSF funds, who shall be responsible for the day-to-day administration and fiscal management of SPSF funds;

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3. solicit and consider the recommendations of the recognized student government association regarding the amount of the SPSF and the budget for SPSF funds, after providing the recognized student government association with information concerning projections of SPSF funds reasonably sufficient to make informed recommendations;
4. make a recommendation to the Chancellor concerning the amount of the SPSF prior to the Annual Meeting of the Board of Trustees;
5. submit an annual budget for the use of SPSF funds to the Chancellor; and
6. perform any other duties described in this policy.

History:

Adopted	06/19/2014
Revised	03/01/2019