



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-07.3
TITLE: Budgeting of the \$8 (1%)
Student Services Fee approved
in the student referendum of
August, 1987
EFFECTIVE DATE: April 18, 2014
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2022

PURPOSE

The purpose of this document is to establish policy and procedures for the annual budgeting and utilization of the subject student services fee.

AUTHORITY

Part Two, Chapter IV, Section V of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

The student services fee referred to is a fee equivalent to one percent of the University Student Service Fee (exclusive of out-of-state fees) to be used by the Student Government for improving the quality of student life, funding a yearbook, and as many additional services as possible.

GENERAL POLICY

Projects to be funded by the subject fee will be determined by the Student Government, in consultation with the Coordinator for Student Governance. They will be reviewed by the Associate Vice President for Student Affairs and Dean of Students, who will make recommendations to the President for final approval or disapproval.

The Coordinator for Student Governance will be responsible for the approved student services unless the services or improvements are organizationally assigned to other divisions. In the latter case the appropriate Vice President will be responsible for the services funded by the student services fee.

In all cases the management of budgets, the authorization of personnel, or any other purchase or budgetary transactions will be performed by a responsible university employee. As restricted university funds, the student services fees will be subject to the same regulations as other University funds.

PROCEDURE

1. In May of each year, the Coordinator for Student Governance will secure from the Vice President for Business Affairs an estimate of the amount of income to anticipate from the student service fee for the following fiscal year and provide the information to the President of the SG through the Associate Vice President for Student Affairs and Dean of Students.
2. The President of the SG will prepare and submit to the Coordinator for Student Governance a prioritized list of services and/or changes in services which the SG feels represent the wishes and most pressing needs of the student body. The list will contain recommendations as to specific funding levels necessary to maintain existing student services funded by the student services fee.
3. The Coordinator for Student Governance will provide advice to the SG and will insure that services recommended are not prohibited by law, regulation or University policy. He or she will attach his or her recommendation to the SG proposals and submit them to the Associate Vice President for Student Affairs and Dean of Students.
4. The Associate Vice President for Student Affairs and Dean of Students serves in the capacity as advisor of all Student Government business. In addition the Associate Vice President shall similarly review the recommended budget list, and serves in an advisory capacity to the President.
5. The President will approve or disapprove any or all items on the list for budgeting for the next fiscal year.
6. Each year a reserve will be budgeted to allow for variances between projected and actual revenues. No direct expenditure may be made during the year for any budgeted reserve. The amount of the reserve will be jointly determined by the Associate Vice President for Student Affairs and Dean of Students, and Vice President for Business Affairs. Positive balances may be carried over from year to year; deficit balances will be similarly treated.



John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 4/17/2020*