



DIVISION OF STUDENT SERVICES
3100 CLEBURNE STREET | HOUSTON, TEXAS 77004
OFFICE: (713) 313-1038 | FAX: (713) 313-7842

I. PURPOSE

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development and forms a joint partnership with student affairs administration.

II. GENERAL BACKGROUND

Student Activities fees are monies that are collected from students according to the rate schedule set by the Board of Trustees. All students registering for credit in the college are obliged to pay these fees. The fees will be assessed and collected by the college through the regular tuition collection procedures. Student fees include fees to support activities and

III. APPLICABILITY

- A. This policy applies to all currently enrolled student organizations at Texas Southern University.
- B. The group or activity must be recognized by the Office of Campus Organizations as providing the campus with those cultural, educational, social, and community engagement programs essential to a well-rounded student life, notwithstanding TSU policy.

IV. ACCOUNTABILITY

The Student Fee Advisory Committee (SFAC) is responsible for the accountability of student activity fee funds.

V. FUNDING PROCESS

- A. Any group seeking funding from Student Activity Fees must complete a funding application which can be obtained online at www.tsu.edu



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B. Applications for Student Activity Fee funds are due in the Fall and Spring semesters. The SFAC will meet to review the submissions and make determinations for fund distribution.

VI. GUIDELINES

A. All requests must explain how the activity relates to the mission of the organization in a presentation.

B. All requests must present a minimum of three learning outcomes associated with the mission of the organization.

C. All paperwork, including but not limited to, contracts, quotes, event forms, etc. must be filed with the Office of Student Life before any funds will be released. This office is not responsible for completing this paperwork.

D. Only one request for funding per organization per semester.

E. When the funding request is more than \$1,000, the request will be subject to more scrutiny of the committee based on the total requests for the year, the amount of total requests by the entity, and appropriate use of funds (i.e. objectives of the event, contribution to student learning).

G. Fund allocation typically shall not exceed \$2,000. If the request is more than that, the committee will determine an appropriate amount. Final determination may be at the discretion and approval of the SFAC.

H. An evaluation of the event must be submitted to the Office of Student Life on the last day of classes for which the event took place. If an evaluation/assessment is not turned in, this will be taken into account for future requests and may jeopardize funding.

VII. ADDITIONAL CONSIDERATIONS

A. Requests will not be considered for programs/activities that violate any campus or TSU policy or any law.

B. All requests, including lodging, must adhere to the TSU Travel Policy.

C. No transportation costs will be funded for individual members of an organization who do not ride with the group.



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PRESENTATION GUIDELINES (Power Point & hard copy submitted to the SFAC)

- Title & Purpose of the Organization
- Description of the program/activity
- Learner Outcomes of program/activity
- Budget
- Conclusion