

Revision Responsibility: Associate Vice President for Student Services
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 4:01:03:00](#)
[TBR Guideline B-060](#)
Tennessee Code Annotated 49-8-110
Columbia State Policy 03:01:00

PURPOSE

To establish policy regarding the student activity fee and its purpose in providing programs that enhance the social, cultural, recreational and leadership experiences of Columbia State Community College students at all centers and sites.

POLICY

I. Establishment

The student activity fee was established by a vote of the student body and approved by the administration of Columbia State Community College and the Tennessee Board of Regents in 1995. Any increase in the fee shall be decided pursuant to Tennessee Code Annotated 49-8-110 by a vote of the student body prior to any administrative approvals being granted.

II. Assessment

- A. Each enrolled full-time or part-time student taking credit courses at Columbia State Community College shall be assessed the student activity fee each academic term. The student activity fee shall be collected in addition to the maintenance fee, out-of-state tuition, access fee and/or any other incidental fees related to the enrollment of a student.
- B. All collected student activity fees are state funds and shall be subject to all procedures and regulations relative to the collection, disbursement and audit of state funds and such other regulations as provided herein.
- C. Students enrolled in the Regents Online Degree Program only are not assessed a student activity fee. Regents online students must pay the student activity fee in order to participate in Columbia State campus activities.

III. Allocations

- A. Revenues generated from the student activity fee shall be allocated by the student activities committee and will be used for the following:
1. To increase the amount of campus-wide student activities.
 2. To assist all student organizations by providing funding for operational budgets and programming needs;
 3. To supplement the Student Government Association budget and to increase the ability of that organization to deliver services to students; and
 4. To provide additional scholarships to College students.
- B. Other student projects or programs recommended by the office of student services, a student club or organization, or an individual student may be eligible expenditures pending approval by the student activities committee.

IV. Authority

- A. Ultimate authority for the disbursement of student activity fees rests with the president of the College.
- B. The associate vice president for student services manages student activity fee expenditures with supervisory oversight by the executive vice president – provost.
- C. Advisory support for student activity fee allocation is provided by a student activities committee appointed by the associate vice president for student services.

V. Restrictions

All expenditures from the student activity fee fund must be in compliance with [Tennessee Board of Regents Policy 4:01:03:00](#), Tennessee Board of Regents [Guideline B-060](#), and Tennessee Code Annotated Code 49-8-110.

VI. Regulations

- A. No salaries or stipends may be provided from the student activity fee funds.
- B. No student activity fee funds shall be used by any person or eligible student organization for the personal benefit of any of its members, other persons or another organization.
- C. Student activity fee funds shall not be used to establish petty cash funds.
- D. Student activity fee funds shall not be used to finance, support or influence the voting on any governmental issue at any level and funds may not be used to influence public opinion or legislation.
- E. All eligible student organizations receiving funds from the student activity fee are subject to the general regulations and auditing procedures set forth by Columbia State and the policies and guidelines of the Tennessee Board of Regents.
- F. The maximum amount that an eligible student organization may be awarded cannot exceed \$500.
- G. Any organization found to be abusing the student activity fee funds may be ineligible for further allocations of funds during the remaining portion of the academic year. Additionally, the student activities committee may find the organization ineligible to receive student activity fee funds for the following academic year.

PROCEDURES

I. Allocation Criteria

The appropriate administering authority shall allocate the student activity fee apportioned utilizing the following criteria:

- A. The financial aid office in conjunction with the student activities committee shall administer student scholarships. The eligibility criteria for these scholarships shall be available in the financial aid office.

- B. The associate vice president for student services shall administer the funds allocated for campus-wide student activities. These funds will serve to supplement budgeted funds for student activities.
- C. The associate vice president for student services shall administer the funds designated to assist eligible student organizations with operational needs and activities.
- D. The student activities committee and the associate vice president for student services may develop reasonable additional procedures relative to receiving and/or processing applications for student activity fee funds within the requirements of these guidelines.

II. Allocation Guidelines

A student organization must meet the following guidelines to be considered for funding:

- A. The student organization must be officially registered with the office of student services.
- B. The Supplemental Funding Application (Appendix A) for requesting funds must be completed by the Columbia State employee sponsor of the organization and submitted to the office of student services no later than the tenth day of classes of the semester for which funding is being requested.
- C. The student activities committee will meet after the tenth day of each semester to consider each application.
- D. If approved for funding, an organization must complete a program evaluation within ten days of the event and submit the evaluation to the office of student services.
- E. If funding was denied, the organization may submit a written appeal to the executive vice president - provost within five (5) days of the denial. Final appeal may be made to the president.