

Signatures:

Department Head _____

Date _____ approve/disapprove

Dean of College _____

Date _____ approve/disapprove

Vice-President _____

Date _____ approve/disapprove

**STUDENT SERVICES FEE
BUDGETARY REQUEST FORM**

ONE-TIME FUNDING

2018 – 2019

DEADLINE: March 23, 2018 to Halladay Suite 200 (c/o Tim Willett)

Account # _____

Amount Requested: _____

Budget Name: _____

Contact Person:

(Please circle One)

Name: _____ **FACULTY** **STAFF** **STUDENT**

Department: _____

Phone: _____

TEXAS EDUCATION CODE

Section 54.503 of the Texas Education Code states that Student Service Fees “*shall be used only for the support of student services.*” Furthermore, student services are defined as “*activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections [54.504](#), [54.511](#), [54.512](#), and [54.513](#) of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.*” SSF funds cannot be used for the following items: **(1) support of academic classes and/or academic functions; (2) charitable contributions; (3) fundraising activities and/or events; (4) prize money; and (5) alcoholic beverages.** Any department or organization requesting funding will need to have a current University account or will need to have one created. **Any department and/or organization that has requested travel funds must do so in their annual budget submission.**

QUESTIONS/STATEMENTS

Please provide a detailed budget and explanation how the funding you have requested will be used.

Please describe how, if funded, your request will impact campus life and the development of students. Please be specific in identifying the various groups of students that will benefit from this funding. Please include the number of students that either are impacted by your department/organization or attended your programs.

If you received SSF funding last year, please provide a detailed budget of how the funds were utilized. If you had any unused portion remaining, please provide a detailed plan for the use of those funds or they will be returned to the SSF reserve account.