

**Georgia Institute of Technology  
Institute Budget Planning & Administration  
Policies and Procedures**

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**Mandatory Student Fee and Budget Approval Process Policy**

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*Amended: Nov 13, 2012*

**Background**

[Board of Regents Policy 7.3.2.1](#) (February 9, 2000, amended in June 2009, January 2010 and May 2010)

**Mandatory Student Fees**

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

**Georgia Tech Policy**

A Georgia Institute of Technology Mandatory Student Fee Advisory Committee ("Committee") is created to implement the provisions of Board of Regents (BOR) Policy 7.3.2.1. The Committee shall make recommendations to the President on changes to existing mandatory student fees or on possible new mandatory fees. Fees considered by the Committee shall exclude elective fees that are paid by the students who choose to receive specific services. Mandatory fees are defined in the Board of Regents' Policy manual as follows:

Mandatory student fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents.

The Committee shall be composed of twelve members selected as follows:

- Eight students appointed by the Presidents of the Student Government Associations;

- Four faculty or staff members appointed by the President of Georgia Tech, provided that at least two of these are faculty members and one is the Executive Director of the Office of Institute Budget Planning and Administration.

The Committee is co-chaired by one of the eight student members designated by the Presidents of the Student Government Association and by a faculty or staff co-chair selected by the President. The Office of Institute Budget Planning and Administration provides staff assistance to the Committee and submits the required documentation to the BOR in support of Georgia Tech’s fee recommendations.

In addition, there shall be non-voting, ex officio members of the Committee as follows (unless appointed as a voting member). The ex-officio student Committee members are the Presidents of the Graduate and Undergraduate Student Government Associations, the Editor of The Technique, the Vice President for Finance and Chair of the Joint Finance Committee, and any other students appointed by the Student Government Association Presidents. Ex-officio faculty and staff Committee members may include the Vice President for Student Affairs, the Vice President for Campus Services, and any other faculty or staff appointed by the President.

The Committee shall receive and consider recommendations on mandatory fee levels from the following organizations:

- Technology Fee – Technology Fee Committee (for recommendations on fee levels only and not on projects to be funded)
- Transportation Fee – Parking and Transportation Advisory Committee
- Student Health Fee – Student Health Advisory Committee
- Student Activity Fee – Student Government Association
- Athletic Fee – Georgia Tech Athletic Association.

Other offices or student organizations also may propose new fees to the Committee. It would be up to the Committee Co-Chairs and the SGA presidents whether such proposals are to be considered.

### **Budget and Fee Review Procedures**

The Committee is responsible for reviewing proposals for mandatory student fee rate changes and proposals to create new mandatory fees, and budgets funded from the fees. The Committee then provides its recommendations to the Georgia Tech President, who provides a specific request to the Chancellor and Board of Regents of the University System of Georgia as provided in BOR Policy 7.3.2.1.

The framework for the Committee’s review process is stated in [Section 24.0 of the BOR Business Procedures Manual](#). This section also provides guidelines on the purposes and “authorized uses” of mandatory fee revenues by the types of fees. An excerpt from the manual related to the committee’s budget and fee review process is appended to this document.

The following guidelines shall govern voting by the Committee:

- a) The Committee only votes on proposals to change existing fee levels (increase or reductions) or to add new fees. (**NOTE:** The BOR policy only refers to the committee's consideration of increases to existing fees and new fees. By inference this policy also includes recommendations to reduce existing fees.)
- b) Where a staff Committee member works in a program funded through a fee, he or she must abstain from voting on the proposal for that fee.
- c) When a Committee member is absent from a meeting, a substitute may be selected for that member, with a notification in writing to the co-chairs.
- d) In no case shall the number of voting student members at a meeting fall below one-half of the total voting Committee members.

The Committee calendar is dependent on the calendar of the BOR. In order to provide the Chancellor with mandatory student fee and budgetary recommendations in January of each year, the Committee must perform most of its review work prior to the end of the fall semester. The staff chair will coordinate with BOR staff to ensure that fee recommendations are made on a timely basis. Submitting organizations are responsible for preparing the forms required by the BOR and by Georgia Tech to support fee submissions, with the assistance of the Office of Institute Budget Planning and Administration.

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### **History**

- Approved September 12, 2000
- Amended on October 1, 2001 to change the composition of the committee from six students and six faculty/staff to eight students and four faculty/staff
- Updated January 6, 2012 to conform to changes in BOR policies on November 18, 2011
- Updated November 13, 2012 to conform to changes in BOR Business Procedures Manual

**Excerpt from Board of Regents Business Procedures Manual**

**24.2 Budgeting of Fees**

Institutional budgeting is covered in Section 8 of the Business Procedures Manual (BPM). Budgeting for mandatory and elective student fees is specifically addressed in Section 8.3 of the BPM. For mandatory fees (excluding the special institutional fee), an advisory committee as described in BOR Policy 7.3.2.1 should review the annual budget and make recommendations to the institution president regarding the adoption of the budget. It is recommended that any significant mid-year amendments or changes to the budget that are associated with activities not included in the original purpose of the fee be shared with the advisory committee.

The financial information presented to the advisory committee (for both the original budget and any amendments) should include the beginning fund balance amount (less committed reserves) and projected current year revenue and disbursements.

When reviewing budgets, it is not the advisory committee's responsibility to determine the salary amount for any position, however, total salaries and the positions funded should be disclosed on the budget reports presented to the advisory committee. It is acceptable to present these amounts combined on one line for salary and benefits with a disclosure indicating the positions.