

F-001.4 STUDENT FEE COLLECTION AND DISBURSEMENT PROCEDURE

The following fees will be assessed to all students enrolled in credit courses offered by Southwest Minnesota State University (SMSU). Group exemptions may be approved by the president after consultation with the Student Association. All fees assessed will be in accordance with Minnesota State Board policies and system procedures. (Board Policy 2.8, "Student Life (<https://www.minnstate.edu/board/policy/208.html>)," System Operating Instruction 2.8.1.1, "Student Fee Referendum (<https://www.minnstate.edu/board/procedure/208p1g1.html>)," Board Policy 5.11, "Tuition and Fees (<https://www.minnstate.edu/board/policy/511.html>)," System Procedure 5.11.1, "Tuition and Fees (<https://www.minnstate.edu/board/policy/511.html>)").

All fees for graduate students are assessed per credit hour per term with no maximum.

Max 12 Fees

For the following fees, a per credit hour rate up to a maximum of 12 credits per term for undergraduate students.

1. Student Activity Fee
2. Student Center Facility Fee
3. Student Health Services Fee
4. Athletic Fee (Fall and Spring semesters only)

Banded Fees

The following fees will be assessed to undergraduate students as follows: per credit hour rate up to 11 credits; banded rate for 12-18 credits; additional per credit rate beyond 18 credits.

1. Student United Dues (Board Procedure 5.11.1, "Tuition and Fees", Part 3, "Required Fees (<https://www.minnstate.edu/board/procedure/511p1.html>).")
2. Technology Fee
3. Maintenance Fee*

*Maintenance Fee

The maintenance fee is assessed at a higher rate for each credit enrolled in on-campus courses for parking lot repair and operations (Board Procedure 5.11.1, "Tuition and Fees" Part 3, "Required Fees (<https://www.minnstate.edu/board/procedure/511p1.html>).").

Distribution

Monies from student activity fees will be distributed in a manner as determined each year by the Student Activity Fee Allocation Committee (SAFAC).

Budget Estimates

Budget estimates to be used in planning for the next fiscal year will be made by SAFAC after consultation with the appropriate individuals at SMSU including but not limited to the business manager, the assistant director of student development/activities/union, and the associate vice president for enrollment management. Budgets will be determined for

the following funds: Student Activity Fee Administrative Expense Fund, Student Activity Fee Fund, and Student Activity Operating Fund.

Related Documents

F-001 Budget (<http://catalog.smsu.edu/policies-procedures/budget/>)

F-001.2 Establishing the Committee on Student Activity Fee Allocations (<http://catalog.smsu.edu/policies-procedures/establishing-committee-activity-fee-allocations/>)

F-001.3 Student Activity Fee Allocation Committee Budget Allocation Process (<http://catalog.smsu.edu/policies-procedures/activity-fee-allocation-committee/>)

Policy History

Date of Adoption: April 14, 1981

Date of Last Review: May 1, 2024

Date and Subject of Amendments

5/1/2024 - Updated language for on-campus and online students.
Updated maintenance fee language.