

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: **SS 6.2.1**
Procedure Title: **NVC Student Activity Fee Budget Review**

- I. **Purpose**
Evaluate how fees are being used, review requests, and recommend

- II. **Procedure Statement**
To ensure that the student activity fee that NVC students are being charged is being utilized in their best interest.

Step 1: Request for funding to be submitted the SSFAC chair

The NVC Student Services Fee Advisory Committee (SSFAC) chair/NVC Director of Student Life will send out an email to current department/program leads and academic chairs notifying them that they may submit a request for funding out of the following year's Student Activity Fee operating monies budget.

Step 2: Submission of proposed budget to SSFAC Committee

The NVC SSFAC chair/NVC Director of Student Life will submit an operational budget proposal to the SSFAC no later than March. The NVC SSFAC team will meet/communication monthly regarding funding request and budgets.

Step 3: SSFAC committee recommendations

The NVC SSFAC will review and approve as needed. The SSFAC committee may make recommendations, however they shall not exceed a 10% allocation change from the current year to the next year for each Operational funding area. If the committee strongly believes (has evidence) that a change of more than 10% (increase or decrease) is needed, the committee shall process the recommendation through both the NVC Director of Student Life and the NVC Vice President of Student Success.

Step 4: Submission of proposed budget to President's Cabinet

The NVC SSFAC chair/NVC Director of Student Life and the Vice President of Student Success will present the final requested budget to the President's Cabinet.

Step 5: President's Cabinet Review and Recommendations

The NVC President's Cabinet will submit their recommendations to the SSFAC. Once all parties have agreed to how the funds are to be allowed, the NVC President's cabinet will send the recommendations to District.

Step 6: Supplemental/Discretionary funding

Discretionary funding will be set aside for last minute requests. Requests must be submitted no later than a month in advance to allow for processing and for the committee to meet and make a decision if monies may be lent out in part or full. This funding will be used on a first come first serve basis.

Contact for Interpretation: Director, Student Life

Relevant Board Policy: N/A
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016

Approved: _____
Vice President for Student Success