

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

No. FA.1.15	Page 1 of 2	Effective Date: 10/19/00
DIVISION:	Fiscal Affairs	
SUBJECT:	Student Service Fee and Student Union Fee for Courses Taught Less Than 9 Weeks	
AUTHORITY:	COMPLIANCE	
SUBMITTED BY:	<i>Original Signed by Susan Vonder Hoya</i>	
TITLE:	Comptroller	Date: 10/19/00
APPROVED BY:	<i>Original Signed by Bill Segura</i>	
TITLE:	Chancellor	Date: 10/19/00

STATUS: Approved MC 10/19/00

HISTORICAL STATUS: Revised 10/04/00
Approved MC 04/27/2000

POLICY

COMPLIANCE

PERTINENT INFORMATION

Senate Bill 1700 passed during the 77th Legislative Session requires that the Student Service Fee and Student Union Fee be prorated based on the length of the semester or term of nine weeks or less for which the student is enrolled.

DELEGATION OF AUTHORITY

The Chief Fiscal Officer at each College or President's designee shall collect the proper prorated Student Service Fee and Student Union Fee based upon the length of the term offered.

OPERATING REQUIREMENTS

For any term of nine weeks or less, the Business Office shall prorate the Student Service Fee and Student Union Fee based upon the length of the term as follows:

X week term = Semester hour rate times (X weeks divided by sixteen weeks)

8 week term = Semester hour rate times (8 divided by 16)

6 week term = Semester hour rate times (6 divided by 16)

5 week term = Semester hour rate times (5 divided by 16)

4 week term = Semester hour rate times (4 divided by 16)

For example, if a student enrolled in a term less than nine weeks, the Student Service Fee and Student Union Fee should be calculated as follows:

Six week term

Student Service Fee at \$7 per semester hour will be \$7 times (6/16), \$2.60 per hour

Student Union Fee at \$1 per semester hour will be \$1 times (6/16), \$.38 per hour

Eight week term

Student Service Fee at \$7 per semester hour will be \$7 times (8/16), \$3.50 per hour

Student Union Fee at \$1 per semester hour will be \$1 times (8/16), \$.50 per hour

PERFORMANCE INDICATORS

Each College charges the proper rate for Student Service Fee and Student Union Fee during any abbreviated semester.



COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:	Date:	