STUDENT FEE PROCESS

**Note: Dates subject to change

Process Description	Ownership	Est. Due Date**
Student Activity Fee		
Proposals Received By VPSA	VPSA	1 st Week of December
Start RRF Student Fee		
Proposals Review By ASLCSC	ASLCSC	1 st week of January
Send Current Tuition/Fees To		
President/VPs	Budget Office	1 st week of January
Updated/New Institutional		
Tuition/Fee Proposals Due To		
Budget Office	President/VPs	3 rd week of January
Updated/New Institutional		
Tuition/Fee Proposals -		
Schedule In Person Meetings	President/VPs	3 rd to Last week of January
Preliminary "Activity Fee"		
Meeting Hosted By ASLCSC	ASLCSC/VPSA	1 st week of February
1st DRAFT Of Tuition/Fee		
Proposals To President/VPs		
For Comment	Budget Office	1 st week of February
2 nd /Final DRAFT of		
Tuition/Fee Proposals To		1 st week to beginning of 2 nd
President/VPs	Budget Office	week of February
Notify Students RE: Fee		Beginning of 2 nd week of
Hearing	Budget Office/VPSA	February
Student "Tuition & Fee"		Last week of February/1 st
Proposal Hearing		week of March (dependent
	VP Finance/Budget Office	upon SBOE meeting dates)
Submit Student Fee		
Proposal/Minutes to SBOE	Budget Director	3 rd week of March
SBOE Considers Student Fee		
Proposals	SBOE	3 rd – 4 th week of April