

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
1 st 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 President/VPs	Budget Office	1 st week to beginning of 2 nd week of February
Notify Students RE: Fee Hearing	Budget Office/VPSA	Beginning of 2 nd week of February
Student "Tuition & Fee" Proposal Hearing	VP Finance/Budget Office	Last week of February/1 st week of March (dependent 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