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Approved: Jon Wefald
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Approved: Robert L. Carothers
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Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

STUDENT FEE COLLECTION AND DISBURSEMENT

The following fees will be assessed to all students. Group exemptions may be approved by the President after consultation with the Student Association. All fees assessed will be in accordance with MnSCU fee policy.

- I. Student Activity Fee:** Students enrolling in credit courses offered by Southwest Minnesota State University on campus will be assessed the following Student Activity Fee: A per credit hour rate assessed up to a maximum of 12 credits per semester.

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

- A. Budget estimates:** budget estimates to be used in planning for the next fiscal year will be estimated by SAFAC after consultation with the appropriate individuals at SMSU including but not limited to the Business manager, the Assistant Director for Student Development / Activities / Union, and the Vice President for Student Affairs. Budgets will be determined for the following funds: Student Activity Fee Administrative Expense Fund; Student Activity Fee Fund; and Student Activity Operating Fund.

- II. Student Center Facility Fee:** Students enrolling in credit courses offered by Southwest Minnesota State University on campus will be assessed a Student Center Facility Fee: A per credit hour rate assessed up to a maximum of 12 credits per semester.

- III. Student Health Services Fee:** Students enrolling in credit courses offered by Southwest Minnesota State University on campus will be assessed a Health Services Fee: A per credit hour rate assessed up to a maximum of 12 credits per semester.

- IV. MSUSA Dues:** Students enrolling in credit courses offered by Southwest Minnesota State University on and off campus will be assessed a fee for MSUSA (Minnesota State University Student Association) dues in accordance with MnSCU Policies: a per credit hour rate per semester with no maximum.

- V. Technology Fee:** Students enrolled in credit courses offered by Southwest Minnesota State University will be assessed a Technology Fee in accordance with University policy. This fee is to provide for current level upgrade of Computers in student use facilities, as well as the purchase of

paper, supplies, Software, and maintenance for student use facilities. A per credit hour rate per semester with no maximum.

VI. Athletic Fee: Students enrolled in credit courses offered by Southwest Minnesota State University on campus will be assessed an Athletic Fee. For this fee, students will receive free admission to all regular season athletic contests and a Gold Card with discounts/specials at area merchants.

Regular Academic Semester no summer session

A per credit hour rate assessed up to a maximum of 12 credits per semester

VII. Maintenance Fee: Students enrolled in credit courses offered by Southwest Minnesota State University will be assessed a Maintenance Fee in accordance with University Policy: A per credit hour rate per semester with no maximum.

VIII. 50% Refund: Students are eligible to apply for a 50% refund of student fees paid during the semester in which they meet the following qualifications:

1. *Student Teachers:* All student teachers enrolled for student teaching credit, who are doing their student teaching in locations 40 or more miles from Marshall. Only student teaching credits are eligible for the 50% refund of fees.
2. *Interns:* Students enrolled for internship credit, when the internship is located 40 or more miles from Marshall. Only internship credits are eligible for the 50% refund of fees.
3. *Students Studying in Foreign Countries:*
 - a. Students enrolled full time and studying in a foreign country for credits at Southwest Minnesota State University.

If a student is eligible for a refund of student fees under the provisions listed above, an application may be obtained from the Office of Business Services, phone (507) 537-6219. The form must be returned to the Office of Business Services. Refunds can only be processed in the semester in which the student is enrolled in accordance with the qualifications above.

See also:

F-001 Budget

F-001.2 Establishing the Committee on Student Activity Fee Allocations

F-001.3 Student Activity Fee Allocation Committee Budget Allocation Process