UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Student Fees	**Policy Number**	511
Section	Student Affairs	**Approval Date**	August 31, 2026
Subsection	Admissions, Enrollment, Tuition, and Commencement	**Effective Date**	August 31, 2026
Responsible Office	Office of the Vice President of Student Affairs	**Last Review**	August 31, 2026

1.0 PURPOSE

1.1 This policy formalizes the process for the creation, review, change, and maintenance of general student fees and establishes the process of annual review and recommendation from the General Student Fee Board through UVUSA to Board of Trustees.

2.0 REFERENCES

2.1 Utah Board of Higher Education Policy R516 *General Student Fees*

3.0 DEFINITIONS

3.1 General student fee: Institution-wide mandatory fees assessed to students upon registration to benefit students broadly and to support student belonging, enrichment, and success as a campus community.

3.2 General Student Fee Advisory Board (Board): An institutional committee comprised of students, faculty, and administrators that oversees the establishment, review, revision, or repeal of general student fees.

3.3 Food pantry program: A UVU program that distributes staple foods and groceries, including hygiene supplies, to individuals at no cost.

4.0 POLICY

4.1 In accordance with Utah law and Utah Board of Higher Education policy, all general student fees are subject to Utah Board of Higher Education approval, normally in conjunction with annual determination of tuition rates.

4.2 Student Fee Advisory Board

4.2.1 The UVU General Student Fee Advisory Board (Board) oversees the creation, review, and maintenance of general student fees. The majority of the Board shall be composed of currently enrolled students. Administrators and faculty may also be appointed to the Board.

4.2.2 The Board is chaired by the UVUSA Student Body President, who is a currently enrolled student.

4.2.3 Board members include UVUSA Executive Council students, the Vice President of Student Affairs (or designee), the Senior Director of Budgets (or designee), the Senior Director of Student Leadership and Involvement (or designee), and a faculty member designated by Faculty Senate.

4.3 General Student Fees

4.3.1 University unites are not allowed to use general student fees to fund instruction, academic support, general administrative expenses, or other expenses that should reasonably be covered with state appropriations or tuition.

4.3.2 General student fees may be used for the following:

4.3.2.1 Student-approved facility construction. General student fee revenue may be pledged to secure bonds to construct or renovate a specific facility that the student body approves in accordance with section 5.9. These facilities must be for the enrichment of the student experience. General student fee revenue must not be pledged for the construction of instructional space.

4.3.2.2 Student-approved facility operations. General student fee revenue may be used to fund operation and maintenance, capital improvements, and other necessary operating expenses for student-approved facilities.

4.3.2.3 Student activities, programs, and services. Revenue from general student fees may be used to fund activities, programs, and services from which the general student body may benefit. Such services may include a food pantry program subject to specific USHE and UVU regulations.

4.3.2.4 Food pantry programs. An institution seeking the Board's approval to assess a new or increase an existing general student fee to fund a food pantry program must demonstrate the following:

1) Student need for a food pantry program;

2) That, if approved, the funds generated from student fees will be used by the food pantry program to benefit students;

3) The institution is working to leverage and connect low-income students to community resources, including federal, state, and local government programs that provide services directed at reducing poverty, improving opportunities for low-income children, revitalizing low-income communities, empowering low-income families and low-income individuals to become self-sufficient, or otherwise helping people in need; and

4) Other funding sources for the food pantry program are not viable.

4.3.3 An institution that receives approval to assess a new or increase an existing general student fee to fund a food pantry must report to the Office of the Commissioner of Higher Education first-year data on use, number of students served, and other information that the USHE Board may request.

4.4 Revenue from Student Fees

4.4.1 Revenue is restricted to program areas, facilities, and services for which they are approved for use and shall be established to cover budgeted expenses.

4.4.2 Fund balances can be accumulated and used for large expenditures or reserves needing multiyear revenues if they are planned, budgeted, and pre-approved by the UVU Board of Trustees. The University shall annually budget general student fee revenue and expenses and shall account for the revenue of each general student fee individually and separately from other sources.

4.5 Existing Student Fees

4.5.1 The student fee advisory board, University President, and Board of Trustees shall review existing general student fees to determine whether the fees align with the categories found in section 4.3.

4.5.2 Existing fees that do not align with section 4.3 shall be considered for repeal, transition to tuition, or for an exception to this policy as granted by USHE.

4.5.3 Student fees are published via the University's website.

5.0 PROCEDURES

5.1 Establishing Fees

5.1.1 Establishing new student fees requires a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan.

5.2 Reviewing Fees

5.2.1 The Board will require an annual report from each general student fee steward.

5.2.2 The Board will review institutional enrollment projections and the impact of enrollments on general student fee revenue.

5.2.3 The Board will assess the adequacy of fund balances, as allowed. See section 4.4.

5.2.4 The Board will provide a report on their annual review of each general student fee, including any recommendations for revision or repeal, to the Board of Trustees.

5.2.5 The Board of Trustees will review the Board's reports and make recommendations or revise or repeal a general student fee.

5.2.6 A USHE auditor will review general student fees as needed.

5.3 Revising Fees

5.3.1 Proposed revisions to general student fees must include a rationale for the proposed changes and a revised budget plan.

5.4 Repealing Fees

5.4.1 A recommendation to repeal a general student fee is warranted when the pledged revenue is no longer needed for debt service; programs, services, or activities are discontinued; or an alternative funding source is identified.

5.5 Student Notice and Student Hearings

5.5.1 UVU will notify currently enrolled students when proposing new general student fees, revising an existing general student fee, or repealing a general student fee by distributing the information in the best way that reaches the majority of students such as email, social media, and the student newspaper.

5.5.2 Notices, including Truth in Tuition, will include the date, time, and location of the student hearing on the proposal. Hearings include the Board and UVUSA Student Council.

5.5.3 The Board chair will provide a summary of student comments received during the hearing to the Board of Trustees.

5.6 Board of Trustees Oversight and Review

5.6.1 The UVU Board of Trustees shall review requests to establish, revise, or repeal a general student fee and make a recommendation.

5.6.2 The Board of Trustees shall consider the general student fee advisory board's recommendations and accompanying documentation of demonstrated need, purpose, and budget plan. They shall ensure the recommendations comply with the purposes stated in this policy, including that the recommendations are justifiable, reasonable, and benefit students broadly.

5.6.3 The Board of Trustees shall provide its recommendations to Utah Board of Higher Education for approval.

5.7 Five-Year Comprehensive Review

5.7.1 Every five years, beginning in 2020–2021, the Board and Board of Trustees will comprehensively review all general student fees and determine whether each fee should be retained, transitioned to tuition or state appropriations, or be repealed.

5.7.2 The Board of Trustees shall submit a report of their comprehensive review, including the justification for each fee determination to the Board.

5.8 Sunset of Student-Approved Facility Construction Fees

5.8.1 Each general student fee established for construction or renovating a student-approved facility under section 4.3.2.1 shall be repealed by the Board by the beginning of the academic year after bond obligations end.

5.8.2 Fees created or adjusted for student-approved facility operation under section 4.3.2.2 shall continue and be annually reviewed and adjusted according to the procedures set in this policy.

5.9 General Student Body Voting for General Student Fee-Funded Facility

5.9.1 Except as provided by section 5.9.5, when the University proposes new general student fees for student-approved facility construction or renovation projects, it shall conduct a vote of the student body.

5.9.2 Institutions shall notify currently enrolled students and provide them the following information regarding the purpose and amount of the proposed fees at least 30 days prior to a vote:

5.9.2.1 Details of the proposed facility and estimated costs for construction;

5.9.2.2 The projected amount of the general student fee needed to fund the debt service for the cost of facility construction or renovation;

5.9.2.3 The estimated length of debt service;

5.9.2.4 The estimated costs over the life of the facility for the operation of the facility, including operation and maintenance and capital improvements;

5.9.2.5 The projected amount of the general student fee to cover the cost of facility operation, including operations and maintenance, capital improvements, and other necessary operating expenses.

5.9.3 A majority of voting students must vote in favor of the proposal to move forward to the Board of Trustees.

5.9.4 In establishing a general student fee for student-approved facility construction, the Board of Trustees shall consider the results of the student body vote including the percentage of the student body who voted in the election and the percentage of students who voted in favor of the proposal.

5.9.5 General student fees that are proposed to renovate or replace an existing student-approved facility do not require a vote of the student body if the project does not expand the facility's capacity and does not exceed $6,000,000.

5.10 The University may waive general student fees in whole or in part for students without prior authorization from the Utah Board of Higher Education.

5.11 Student Leadership and Involvement shall maintain a current copy of the procedures, timeline, and other related information.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 19, 2014	Policy approved through regular process.	UVU Board of Trustees
December 12, 2024	Limited scope revisions approved through compliance change process.	UVU Board of Trustees
August 31, 2026	Compliance change approved	UVU President's Council
	Ratified	UVU Board of Trustees