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**Revision Responsibility:** Director of Student Engagement and Services

**Responsible Executive Officer:** Vice President for Student Affairs

**Source/Reference:** [TBR Policy 4:01:03:00](#)  
[TBR Guideline B-010](#)  
[T.C.A. 49-8-110](#)  
[Columbia State Policy 03:01:00](#)

## **PURPOSE**

To establish policy regarding the Student Activity Fee and its purpose in providing programs that engage Columbia State Community College students in social, cultural, recreational, extracurricular, and leadership experiences.

## **POLICY**

### **I. Establishment**

The Student Activity Fee was established by a vote of the student body and approved by the administration of Columbia State Community College and the Tennessee Board of Regents in 1995.

### **II. Assessment**

A. The Student Activity Fee shall be collected from each enrolled full-time or part-time student taking credit courses on or off campus each academic term. The fee shall be collected in addition to the maintenance fee, out-of-state tuition, access fee, student government fee, and/or any other incidental fees related to the enrollment of a student.

B. All collected Student Activity Fees are state funds and shall be subject to all procedures and regulations relative to the collection, disbursement, and audit of state funds, and such other regulations as provided herein.

### **III. Allocation Overview**

A. Revenues generated from the Student Activity Fee shall be allocated by the Division of Student Affairs and managed by the Department of Student Engagement for the following:

1. To increase the amount of campus-wide activities
2. To assist all student organizations by providing funding for operational budgets and programming needs
3. To supplement the Student Government Association budget and to increase the ability of that organization to deliver services to students.

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- B. Other student projects or programs recommended by college faculty or staff, a student club, or organization, or an individual student may be eligible for expenditures pending approval.

IV. Authority

Ultimate authority for the collection and disbursement of Student Activity Fees rests with the President of the College. The Director of Student Engagement and Services shall direct management and use of funds by recommendations from the Student Government Association, college faculty or staff, or student organizations. The denial of funding from collected student activity fees for a recommended student project or program may be appealed to the Vice President for Student Affairs with final appeal to the President.

V. Restriction

No portion of collected Student Activity Fees shall be used to finance required instructional activities, sectarian religious activities, charitable causes, partisan political activities, or salaries. All expenditures from the Student Activity Fee fund must be in compliance with TBR Policy 4:01:03:00, TBR Guideline B-010, and T.C.A. 49-8-110.

VI. Regulations

- A. No funds from Student Activity Fees shall be used by any person or eligible student organization for the personal benefit of any of its members, other persons, or another organization.
- B. Student Activity Fee funds shall not be used to establish petty cash funds.
- C. All eligible student organizations receiving funds from the Student Activity Fee are subject to the general regulations and auditing procedures set forth by Columbia State and the policies and guidelines of the Tennessee Board of Regents.
- D. Any organization found to be abusing the Student Activity Fee funds may be ineligible for further allocations of these funds during the remaining portion of the academic year. Additionally, the Director of Student Engagement or Vice President of Student Affairs may find the organization ineligible to receive Student Activity Fee funds for the following academic year.

**PROCEDURES**

I. Allocation Guidelines

The appropriate administering authority shall allocate the Student Activity Fee utilizing the following criteria:

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- A. The Director of Student Engagement and Services, or Vice President for Student Affairs, shall administer the funds allocated for campus-wide student activities. These funds will serve to supplement other budgeted funds for student activities.
  - B. The Director of Student Engagement and Services, or Vice President for Student Affairs, shall administer the funds designated to assist eligible student organizations with operational needs and activities.

II. Supplemental Funding for Student Organizations

A Student Club or Organization must meet the following guidelines to be considered for funding:

- A. The Student Club or Organization must be officially registered with the Department of Student Engagement and Services.
- B. The supplemental funding request must be completed by the Columbia State employee sponsor of the organization and submitted to the Student Affairs Office no later than ten (10) business days before the requested activity.
- C. The Student Government Association Executive Board will meet to consider each application. For applications that may require immediate approval, the Director of Student Engagement and Services, or Vice President for Student Affairs, may approve applications.
- D. If approved for funding, an organization must complete a Program Evaluation within ten (10) days of the event, and submit the evaluation to the Student Engagement and Services Department.
- E. If funding is denied, the organization may submit a written appeal to the Vice President for Student Affairs within five (5) days of the denial. Final appeal may be made to the President.

*Revised: December 10, 1997; January 3, 2002 (new policy format); June 1, 2004 (titles updated); August 25, 2011 (new policy format and updated titles); Revised September 2018; Updated and accepted by Cabinet, approved and signed by the President May 2021.*