



POLICY STATEMENT

Student Union Fee

SU Policy Number: 402-004.0

ORIGINATING OFFICE

Vice President for Administration and Finance

PURPOSE

To assure the financial self-sufficiency of the operation, maintenance and debt service obligations of the Cumberland Union Building through establishment of a Student Union Building Fee.

SCOPE

The Student Union Building fee applies to all full and part-time undergraduate and graduate students enrolled in credit producing courses offered by or through Shippensburg University who have reasonable access to campus. Student teachers, one semester off-campus interns and summer interns have reasonable access to campus. It does not apply to students who in any semester are enrolled exclusively in courses offered at off-campus centers, such as the University Center, US Army War College or ITEC. If courses are taken both on campus and off campus in a single semester, the fee will be charged and be based upon all credits taken.

POLICY

Effective FY 92-93, the Shippensburg University Cumberland Union Building will be operated as a financially self-sustaining campus auxiliary. Sources of revenue for this purpose will be the Student Union Building Fee and annual support from the University Store of \$150,000.00.

Revenue realized from this fee and from University Store support will be used exclusively for the operation, maintenance, repair, renovation, furnishing, administration and debt service obligation of both the original building and the 1992 addition. Particular care will be taken to annually reserve sufficient funds to assure adequate long-term renovation and repair based upon a 35 year building life cycle.

RESPONSIBILITIES

1. Council of Trustees
 - a. Establish as University policy that the Cumberland Union Building will be operated as a financially self-sustaining auxiliary
 - b. Annually establish the rate at which this fee is to be assessed and a schedule for its charging and refund.
2. President of the University

- a. By April 1 each year, receive the recommendation of the Vice President for Administration and Finance in regard to the level at which this fee should be assessed and a schedule for its assessment and refund.
- b. Annually recommend to the Council of Trustees the level at which this fee should be assessed.
3. Vice President for Administration and Finance
 - a. Annually receive a cost analysis of the operation and maintenance of the Cumberland Union Building and a projection of costs for the next fiscal year developed by Director of Budget and Controller
 - b. Annually review the Cumberland Union Building operation and maintenance program and costs with the Director of Facilities Management and Planning, the Director of the Cumberland Union Building, and the Student Association Cumberland Union Building Committee, to develop an annual maintenance and operation program and budget plan.
4. Director of Budget and Controller
 - a. Establish appropriate accounting mechanism to segregate revenue received from the Student Union Building fee from other University revenue.
 - b. Establish an account for recording both revenue and expenditures associated with the Cumberland Union Building.
 - c. Allocate funds in accordance with the annual budget plan.
 - d. Annually by March 1 submit a cost analysis report of the operation and maintenance of the Cumberland Union Building and a projection of costs for the next fiscal year to the Vice President for Administration and Finance.
 - e. Assure that debt service payments to both the SSHE bond trustee and the Commonwealth of Pennsylvania are made in the appropriate amounts in a timely manner.
5. Director of Administrative Services
 - a. Charge, collect, refund and deposit this fee.

PROCEDURES

1. This fee will be charged as a separate line item on all the student billing statements and will be accounted for under a distinct revenue code.
2. Refunds will be made in accordance with the same schedule which applies to the refund of a student tuition
3. This fee will be charged and refunded in accordance with the attached schedule.

RECISSION

APPROVALS

President's Cabinet: March 30, 1992

Council of Trustees: April 10, 1992

FILENAME:

402-004.0 Student Union Fee

DATE:

3/26/1992

DISTRIBUTION:

Public