The Texas Education Code discusses the requirement for establishing a student fee advisory committee to advise the University administration of the type and amount of compulsory fees under §54.503, §54.507, §54.521, and §54.539 that should be charged for the next academic year.

The Committee consists of five students, appointed by the Student Government Association, two of whom serve one-year terms and three who serve two-year terms. The committee also consists of four members of the University community appointed by the President. These members include the vice president of finance and administration, the vice president of student success, the staff senate president, or his/her designee, and a faculty member.

It has been the University’s practice to utilize the Student Fee Advisory Committee to review all proposed tuition and fee increases for the next academic year. The Committee also helps coordinate hearing dates and referenda administration when applicable.

These procedures discuss the composition of the student fee advisory committee along with the requirements surrounding meetings of this committee.

The request for new members is made by the vice president of finance and administration early in the fall semester and is premised on the need to replace those members whose terms have expired or who no longer qualify for participation. The Student Government Association (SGA) president is responsible for appointing student members to the committee and the University president is responsible for appointing University members.

The kickoff meeting is coordinated by the vice president of finance and administration based on student availability. In accordance with §54.5033, the date, hour, place and subject of this and all subsequent meetings of the Committee will be posted on the University’s portal (Uconnect) at least 72 hours before the meeting is convened.
The actual student fee hearings will be similarly advertised. Other means of advertising the hearings may include tent cards for food court tables, screen savers for computer labs and kiosks, and fliers given to the Student Government Association for disbursement. The recommendations discussed in the hearings will be posted on the business office’s website and are typically also covered by the local media.

**Related Statutes, Policies, Regulations, Rules or Requirements**

Texas Education Code, §54.5032 Student Fee Advisory Committee; The Texas A&M University System
Texas Education Code, §54.5033 Student Fee Advisory Committee Meetings Open to Public
System Policy 26.01, Tuition and Fees

**Contact Office**

For clarification or interpretation, contact the Office of the VP for Finance and Administration.