



Standard Administrative Procedure (SAP)

26.01.99.L0.01 Student Fee Advisory Committee

First Approved: August 9, 2011
Revised: November 9, 2017
Next Scheduled Review: November 9, 2022

Procedure Statement and Reason for Procedure

The Texas Education Code discusses the requirement for establishing a Student Fee Advisory Committee to advise Texas A&M International University (TAMIU) administration of the type and amount of compulsory fees under §54.503, §54.507, §54.521, and §54.539 that should be charged.

The Committee consists of five students, appointed by the Student Government Association (SGA), two of whom serve one-year terms and three who serve two-year terms. The Committee also consists of four members of the TAMIU community appointed by the President. These members include the vice president for finance and administration, the vice president for student success, a staff senate representative, and a faculty senate representative, nominated by the respective senate president.

It has been TAMIU's practice to utilize the Student Fee Advisory Committee to review all proposed tuition and fee increases. The Committee also helps coordinate hearing dates and referenda administration when applicable.

The purpose of this SAP is to establish the composition of the Student Fee Advisory Committee along with the requirements surrounding meetings of the Committee.

Procedures and Responsibilities

The request for new members is made by the vice president for 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 SGA president is responsible for appointing student members to the committee and the TAMIU president is responsible for appointing TAMIU members.

The kickoff meeting is coordinated by the vice president for 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 TAMIU's communication 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 SGA for physical disbursement or disbursement via social media. The recommendations discussed in the hearings will be posted on the Business Office's website.

Related Statutes, Policies, Regulations, or Rules

[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

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