15.4 Student Technology Fees

Policy Statement
Student technology fee funds are budgeted after they have been recommended for allocation by the Student Technology Fee Advisory Committee (STFAC) with final approval and distribution authorized by the Vice President for Information Technology. These funds will be budgeted and expended in a unique operation within the existing UGA account structure.

Reason for policy
This policy provides guidance for the establishment of budgets for student technology fees.

Procedures

Budget and Accounting Procedures
For Student Technology Fee Accounts
In order to satisfy accounting requirements developed by the Board of Regents in response to Senate Bill 73, student technology fee funds must be budgeted and expended in a unique operation within the existing UGA account structure. **Operation "T" has been established for student technology fee funds.** Each unit receiving a student technology fee (STF) allocation will be required to establish operation "T" account numbers for their respective unit. When completing the Request for Account Addition/Change form, the following special instructions apply to STF accounts:
1. Line 5 Requested Project name – Begin each account name with STF.
2. Line 6 Funding Source – Enter "Student Technology Fee".
3. Line 10a Function Category – Enter "Academic Support".

Those units desiring multiple account numbers for multiple projects will need to submit a separate form for each account number.

When preparing the budget amendment to budget student technology fee allocations, offset the STF allocation to account 1044TT52000084000. This account should appear in the budget amendment section of the form and will not have a current budget amount. Operation "T" accounts may not be offset by general contingency account numbers.

Units will have the option to carry-forward up to 5% of their STF allocation by submitting a written plan to the Committee for Applied Instructional Technology (CAIT) for approval. If a unit wishes to carry-forward funds in an amount that exceeds 5% of their allocation, the unit must submit its plan, along with the appropriate justification, through the CAIT to the Provost and Vice President for Finance & Administration for approval.

Forms/Instructions
There are no forms associated with this policy.

Additional contacts
Policy Contact: University Budget Office
Phone Number: 706-542-2802
Email: budgets@uga.edu
Policy definitions

Student technology fee - A mandatory student fee assessed by the University. The student technology fee is used for the direct benefit of students to assist them in meeting the educational objectives of their academic programs.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Senior Associate Vice President for Finance & Administration

Policy Owner: Budget Division

Policy Contact: University Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices

There are no appendices associated with this policy

FAQs

There are no FAQs associated with this policy.

Policy Dates

Effective Date:

Date Last Updated: 06/08/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: