Guidelines for HSC Student Activity Fees Access and Usage at OU-Tulsa

1. Definition
   Student Activity Fees (per University and Oklahoma State Regents’ policies) are assessed “in order to support the mission of the institution in planned activities designed to provide the student with extracurricular educational, cultural and recreational opportunities. The fees may be used to support health care services, recreational facilities and for any lawful purpose to enhance quality of student life including, but not limited to, student scholarships, student awards, travel, entertainment, guest speakers and student organizations.”

2. Generation of Fees
   - Each HSC student enrolled at OU-Tulsa pays a $3.50 per credit hour in student activity fees
   - The fee supports campus-wide and program-specific events and activities for students.
   - All fees are collected by the Bursar.

3. Allocation of Fees: OUTSA Campus-wide Activities
   - 10% of the total student activity fees generated by all OU-Tulsa students are earmarked for use by the OU-Tulsa Student Association (OUTSA). The 10% is to be used for OUTSA-directed, campus-wide initiatives and activities.
   - The Bursar automatically deposits the 10% into an OUTSA account as the fees are collected.

4. Allocation HSC Program-Specific Activity Fees
   - The remaining 90% of the student activity fees generated is allocated to each program based on the credit hour enrollment for the program.
   - As the fees are collected, the Bursar automatically deposits the 90% into an OUTSA account that has been divided into sub-classes representing each individual HSC program on the OU-Tulsa campus.

5. Access to HSC Program-Specific Activity Fees
   - Each HSC program is to create a Budget Committee (BC) consisting of 1 faculty member and 2 students per each 100 students enrolled in the program to review all requests for use of the remaining 90% of student activity fees.
   - To access activity fees, each HSC program is required to generate a budget for the academic year. The budget will be submitted by the program’s BC to the OUTSA Budget Committee for review and approval.
• It is expected that each HSC program will earmark some funds in its student activity fee budget specifically for professional development opportunities for its students.
• Once approved by OUTSA, the budget represents the allocation of student activity fees for each HSC program. The budget can be used throughout the academic year to plan student activities.
• If the budget changes during the year from what was originally approved by OUTSA at the beginning of the year, the BC is required to submit the amended budget to the OUTSA Budget Committee for re-review and approval.
• The allocation process takes into consideration the differing needs for use of fees given each program’s objectives and goals for the academic year.

6. **Expenditure of Fees**

• Each program is responsible for using student activity fees in accordance with University of Oklahoma fiscal policies.
• Each HSC program will be responsible for processing all payments and expenditures against student activity funds, per their OUTSA-approved budget.
• On a monthly basis, each HSC program will submit a list of expenditures against student activity funds, along with the details verifying the expense, to the OU-Tulsa Office of Student Affairs for review. The Office of Student Affairs will reimburse the specific program account by transfer of program-specific funds from the student activity account.
• At the end of the academic year, all unexpended HSC program-specific activity fees will be allocated to the OUTSA general fund for future use by the OUTSA membership under the direction of the fiscal policies of the University of Oklahoma.