



Sam Houston State University

Student Service Fee Guidelines Fiscal Year 2025

1. All eligible departments requesting funding must save the online forms, attach all documentation for their proposals, and email the information to ssfcommittee@shsu.edu no later than **5 pm, Friday, February 02, 2024.**
2. Please review the Legislative Notation for the Texas Education Code 54.503 for more regulations regarding the student service fee.
3. The committee will consider proposals that benefit as many students as possible. Please clearly articulate the benefits to be derived and identify the constituencies to be served.
4. **All department heads should submit one request that would include all areas under your supervision. Your budget should be itemized to indicate the specific areas in your department requesting funding. The Student Service Fee Advisory Committee requests this procedure to eliminate several persons waiting to present. However, some of your staff may be present during the presentation to clarify any inquiries.**
5. Departments must complete all forms located on the [Student Service Fee Advisory Committee website](#). If you have any questions about how to complete the forms, don't hesitate to get in touch with Luzi Espinoza, Budget Specialist (espinoza@shsu.edu; 936-294-3419).
6. Departments must provide an organizational chart of their unit(s). Large units may need an overview and more specific charts for each program. Student employees may be cited on the chart but identified as student assistants.
7. All department and student organization representatives should call 294-3419, beginning at **8 a.m. on Monday, February 12, 2024**, to schedule a time for their budget presentation.