Student Services Fee Policy

Approval Authority:	**University Enrollment Affairs**	**Originally issued:** May 2019
Responsible Administrator:	**Vice Provost for University Enrollment Affairs**	
Responsible Office:	**Enrollment Affairs: Office of the Vice Provost/Office of Student Accounts**	**Current version effective as of:** August 2020
Policy Contact:	**Director of Student Accounts/Bursar**	

POLICY STATEMENT/REASON FOR POLICY

The following document defines the framework and requirements surrounding the Student Services Fee (including waivers) applied to individual student accounts each term.

THIS POLICY APPLIES TO

This policy primarily applies to the Office of Student Accounts (OSA), which is the centralized billing and collection point for all student account activity. This document also applies to all Vanderbilt University students and any Vanderbilt University employee who assists OSA with the information applied to a student account or provides assistance to students/guarantors regarding the information posted to a student account.

POLICY

A. All registered students are assessed a mandatory Student Services Fee, which is set by the Vanderbilt Board of Trust and automatically calculated and billed through the Office of Student Accounts as a single charge each term.

B. The Student Services Fee is charged to all students regardless of number of hours taken or program of study (Audit courses excluded unless the course is a part of a certificate program such as offered with the Next Steps Program).

C. The Student Services Fee provides financial support, based on the University's needs, for student co-curricular interests, organizations, events, and programs, as well as student support services and resources, which may be carried out through, among others, the following entities:

- Arts and Campus Events
- Athletics
- Career Center
- Center for Student Wellbeing
- Dean of Students
- Graduate Student Council

- Greek Life
- Immersion Resources
- Project Safe
- Recreation and Wellness Center
- Student Care Coordination
- Student Care Network
- Student Center for Social Justice and Identity
- Student Centers
- Student Leadership Development
- Student Organizations
- Tutoring Services
- University Counseling Center
- Vanderbilt Student Communications
- Writing Studio

This list is merely intended to be representative of the type of co-curricular interests, organizations, events, programs, and student support services and resources that may be funded through the Student Services Fee. Allocations are designated each academic year to best meet the needs of the University in serving and supporting students at that time.

For the funding of student organizations, the Student Services Fee Committee is a representative student group appointed by Vanderbilt Student Government (VSG) through an application process. On an annual basis, the Committee makes recommendations to the Dean of Students for allocation of the designated funds collected as the Student Services Fee to registered student organizations.

D. Students registered for Study Abroad or fully online programs will automatically receive a waiver to offset the Student Services Fee. The Office of Student Accounts (OSA) will coordinate with the University's Registrar's Office (URO) to identify qualifying students. OSA will ensure waivers are automatically applied in a timely manner. Programs included in the automatic waiver process are as follows:

- All programs included in the Distance Learning Programs (DLP) career, such as the 2U programs for Peabody College and the School of Engineering.
- Online Nursing Programs that are effectively considered 100% fully online.
- Study Abroad Programs

E. The Student Services Fee cannot be removed or waived via student petition.

DEFINITIONS

Board of Trust

The general government of Vanderbilt University is vested in its Board of Trust whose mission is to help Vanderbilt University achieve its goal to become one of the top research and teaching universities in America and to be admired for its service to the community. As fiduciaries of the University, the Board of Trust work through the Chancellor to:

- Determine the University's strategy;

- Guarantee its fiscal soundness including providing leadership to its development efforts;

- Establish appropriate policies;

- Assure adequate human resources exist to implement the University's strategy;
- Review progress toward the University's goal

Recreation and Wellness Center (REC)
Encourages lifelong learning, develops healthy lifestyles, fosters leadership, instills an appreciation for diverse communities, and enhance interpersonal relationships by providing quality facilities, and by using intentional, educational, and enjoyable programming that focuses on Vanderbilt University students, faculty, staff, and the greater Nashville community.

Co-Curricular
Activities programs, and learning experiences that complement, in some way, what students are learning in school – i.e., experiences that are connected to or mirror the academic curriculum.

Online Program
An academic program that provides the ability to earn a degree through the use of an Internet-connected computer, rather than attending college in a traditional campus setting.

Study Abroad Program
A program of study typically run through a university which is located in a different country than one's home or resident country.

CONSEQUENCES OF NON-COMPLIANCE

Failure to follow policy could result in student access issues to facilities and services as well as inaccurate student account balances.

PROCEDURES

Procedure manuals (for internal use only) are housed within the Office of Student Accounts.

ADDITIONAL CONTACTS

Subject	Contact/Position	Office	Phone
Student Services Fee	Bursar	Office of Student Accounts	(615) 322-6693

RELATED POLICIES/DOCUMENTS

Coming Soon

HISTORY

Issued: **May 2019**

Reviewed: **September 2020**

Amended: **September 2020**

Procedures Website

N/A

FAQ Website

N/A