

Ocean County College, Toms River, NJ

STUDENTS
TUITION AND FEES
College/Student Fee #5320

POLICY

The College/Student Fee shall be collected from each full-time and part-time student in an amount as established by the Board of Trustees. The President of the College, or the President's designee, shall approve procedures for the budgeting and disbursement of the College/Student Fee.

ADOPTED: March 26, 1973
Revised: January 26, 1981
Revised: May 28, 1991

PROCEDURE

I. DISBURSEMENT

Revenue generated through the assessment of the Student Fee has traditionally been disbursed according to the following guidelines:

- a. Athletic Allocation - 27% of the Student Fee shall be allocated to the Athletic Budget. This revenue shall be transferred annually to the College General Budget to defray partial expenses of the College Athletic Program.
- b. Administrative Expenses - 17% of the Student Fee shall be allocated to cover various administrative costs such as, but not limited to, (1) Advisor salaries; (2) I.D. Cards; (3) Freshman Orientation; (4) Student Handbooks; and (5) Leadership Conferences.
- c. Contingency Fund - 5% of the Student Fee shall remain in contingency for emergency purposes.

Any student or student organization may request at any time during the year a loan or grant from the Contingency Fund for activities which will be beneficial to the College.

A written request outlining all details for such a loan or grant must be submitted to the Student Life Committee. The Student Life Committee is responsible for reviewing requests in depth and then making a recommendation to the Vice President Student Affairs for final approval. If the request is granted, the organization will be expected to replace those funds by the end of the academic year. However, in the event the program is beneficial to the student of Ocean County College, the Student Life Committee may recommend that the Student Activity Fund subsidize part or all of the program.

- d. Student Activities Fund - 51% of the Student Fee shall be disbursed in support of student activity programs in accordance with established College procedures.

Any club or organization chartered by the Associated Students of Ocean County College (Student Senate) is eligible to submit a budget to the Student Life Committee. This budget must comply with the Student Life Committee procedure entitled; "Procedure for Club and Organization Budget Approval". This budget must also comply with the following procedure governing the use of the Student Activities Fund monies:

II. WHO IS ELIGIBLE FOR FUNDING

- a. Clubs and organizations officially recognized by Ocean County College and whose membership is open to any full or part-time student of the College may apply for operating expenses from the Student Activity Fund. It is further required that activities of these clubs and organizations serve the total student body.

Various activities, capital equipment, and supplies which benefit the entire student body, may be funded through the student Activity Fund.

- b. Any club or organization recognized by Ocean County College may request funds for special events which are beneficial and available to all students of the College.

III. WHO IS NOT ELIGIBLE FOR FUNDING

- a. Any club or organization that adopts a policy of "Selective" membership as stated in its constitution.
- b. Activities which receive academic credit, such as, but not limited to, field trips are not eligible for Student Activities Funds.
- c. Organizations whose policy or programs are governed or dictated by off-campus interests or organizations, are not eligible for Student Activity Funds.
- d. Honorary societies or fraternal organizations, unless their activities will benefit the student body as a whole or provide a service to the College, are ineligible for Student Activities Funds.
- e. Organizations and activities which are discriminatory in regard to sex, color, race, or ethnic groups are ineligible for Student Activity Funds.
- f. Student Activity Funds may not be used for payment of individual membership dues, assessments, or other costs for belonging to off-campus organizations.

IV. PROCEDURE FOR REQUESTING STUDENT FUND ALLOCATIONS

- a. If a club or organization meets the eligibility requirements above, and has a copy of its constitution on file with the Senate, the Director of Student Life, and the Vice President of Student Affairs, it is eligible to submit a budget for Student Activity Funding.
- b. All clubs and organizations wishing to receive allocations from the Student Activity Fund will submit a proposed budget to the Office of Student Life before April 1st each year. (Standard budget forms are available in the Office of Student Activities and must be used for submitting budget requests.) These forms must be completed in detail after consultation with the Director of Student Life.
- c. The Director of Student Life will forward all budget requests to the Student Life Committee. The Student Life Committee will review the budget requests and will forward final recommendations to the Vice President of Student Affairs, for final review and approval.

V. GENERAL INFORMATION

- a. Any organization recognized by Ocean County College may request a loan from the Activity Fund for special events. This request must be submitted to the Office of Student Activities in writing and will be reviewed by the Senate and the Student Life Committee with final recommendations being submitted to the Vice President of Student Affairs.
- b. All clubs and organizations recognized by Ocean County College are required to utilize the internal banking system maintained in the Office of Student Life.
- c. Authorized signature cards are to be filed in the Student Life Office at the beginning of each academic year. Misrepresentation regarding financial transactions is termed a major offense and will be referred to the Vice President of Student Affairs for appropriate action.
- d. Clubs and organizations' accounts are subject to audit at any time by the college designated auditor. Scheduled audits normally occur during the summer months near the close of the fiscal year.
- e. Funds allocated to a group may be used for only the purposes specified in the original budget request.
- f. No student organizations may use student funds for its own private social functions.
- g. An organization must operate within the approved allocation. Only in instances that can be justified, will supplementary funds be considered. This request must be made in writing to the Director of Student Life.
- h. Any club or organization disregarding the policy and procedures established for governing financial operations will be subject to suspension of the fees allocated to them for the remainder of the year.
- i. The Finance Committee of the Student Senate, the Director of Student Life, and the Vice President of Student Affairs, have the option at any time to check the financial records of any club or organization which receives Student Activity Funds.