



Student Life Fee Policy and Procedures

The purpose of the Student Life Fee is to provide and promote programs to assist in the development of educational, social, cultural, vocational, and leadership skills of all students. The fee, as approved by the Louisiana Board of Regents, is collected from each regularly enrolled student per term during the regular academic year. Such fee shall be collected in addition to the regular maintenance and tuition fees.

Building Facility

In addition to funds collected being used to support student activities, funds from the student life fee will also be used to go toward a student life building facility for our campus. Students will be able to use this facility for nonacademic student activities. Funding will be used for but are not limited to the following:

- Building Facilities
- Building Equipment
- Building Furniture
- Building upkeep and renovations

Other funding opportunities include:

Administrative Costs

Student Ambassadors

Outreach Activities

Student Organization Activities (See Request for Funds)

Student Life Fee Committee

The Student Life Fee Committee is a standing committee appointed by the executive administration and is responsible for the allocation of all student life fees. The committee hears requests for allocations. All requisitions completed to be paid from the Student Life Fee shall be approved and signed by the committee chair.

Request for Funds

All fees collected are state funds and as such, are subject to all procedures, rules, and regulations relative to state funds, including collection, disbursement, and audit. Primary consideration will be given to those programs that are available to all students.

Any and all members of the campus community (students, faculty, and staff) are welcomed to request funds provided the proposal meets the requirements of this guiding principle.

No funds shall be allocated to student programs not officially sanctioned by the college or to student organizations not meeting the below listed requirements.

1. All clubs and/or organizations must be approved by the Dean of Student Services and Chancellor of the College.
2. All clubs and/or organizations must submit a club roster (if currently active) to the Office of Student Services no later than the 3rd week of classes in order to be considered for funding from the Student Life Fee.
3. All clubs and/or organizations must be currently active at the time of request for funding.
4. All activities must be approved by the Student Activities Assistant.
5. All clubs and/or organizations must complete a Student Life Fee Assistance Request Form and submit for approval prior to the date of the event.

No funds shall be allocated to programs limited to special interest groups, unless such program is open to the entire student body and the Student Life Fee Committee recommends approval based on a determination that the program will benefit the student body. No funds shall be used to finance instructional activities, charitable causes, or partisan political activities. La Delta prohibits the expenditure of allocated Student Life Fee funds on charitable causes that include, but are not limited to, monetary or item donations to an individual or individuals and/or monetary or item donations to an organizational entity.

Student Life Fee Committee Meetings

The Student Life Fee Committee meets on a quarterly basis unless otherwise necessary. All Student Life Fee Assistance Request forms must be submitted in a timely manner in order to be reviewed and determined for assistance. The meeting schedule will be as follows:

- January
- April
- July
- October

Student Life Fee Committee Members

Student Life Fee Committee members are appointed by the Vice Chancellor of Student Affairs.



Student Life Fee Assistance Request Form

Name of Club/Organization: _____

Program/Outreach Title: _____

Date of Program/Outreach: _____

Location of Program/Outreach: _____

Expected Number of Attendees: _____ Program/Outreach Start Time: _____

Purpose of Program/Outreach:

Items Needed for Program/Outreach:

Contact Person(s): _____

Amount Requesting: _____

Signature of Applicant: _____

Date of Application: _____

Committee Use ONLY

____ Approve ____ Deny

Amount Approved: _____

Student Activities Assistant: _____

Date: _____

Signature of Committee Chair: _____

Date: _____