



POLICIES & PROCEDURES

Title: Student Life Policy and Procedures

Document Number: SS_500

Effective Date: 11/21/2011

Revised Date: 11/29/2023

Department: Student Services

Purpose

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.

Scope

LDCC students, faculty, and staff

Policy

The Student Life Fee Committee is a standing committee appointed by the Dean of Enrollment Services and Dean of Student Success Services 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 Dean of Student Success Services and the Dean of Student Services.

Procedures

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 welcome 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 Success Services and the Chancellor of the College.

2. All clubs and/or organizations must submit a club roster (if currently active) to the Department of Student Success Services 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 Dean of Student Success Services.
5. All clubs and/or organizations must complete a Student Life Fee Assistance Request Form and submit it for approval before 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. LDCC 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. Faculty, staff, and students may reference the Purchasing Policy and PPM 49 Policy to determine allowable purchases with Student Life Fee money.

Student Life Fee Committee Meetings

The Student Life Fee Committee meets once a year to review proposals. The committee meets for a second meeting during the year to check and review budget reports. All proposals must be submitted by April 1. The Student Life Fee Committee will review requests-by April 30. The budgeted expenses will be communicated to Accounting by May 15.

Any additional requests not submitted before the approved budget must be signed by the Dean of Students and the Dean of Student Success Services. The committee will create a tentative budget for all yearly expenses during the annual meeting. All Student Life Fee Assistance Request forms must be submitted in a timely manner to be reviewed and determined for assistance.

Student Life Fee Committee Members:

Chair – Representative from any LDCC Campus
Faculty Representative
Student Services Representative
SGA President
Bastrop Campus Representative
Ruston/Jonesboro Campus Representative
Tallulah/Lake Providence Campus Representative
West Monroe Campus Representative
Winnsboro Campus Representative
Finance Representative (non-voting)
Dean of Student Success Services (non-voting)



LOUISIANA DELTA
COMMUNITY COLLEGE

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: _____

<u>Office Use ONLY</u>		
___Approval	___Denial	Amount approved: _____
Dean of Student Success Services: _____		Date: _____
Dean of Enrollment Services: _____		Date: _____