

UC Davis Policy and Procedure Manual

Chapter 280, Student Affairs

Section 20, Voluntary Campus-Based Student Fees

Date: 8/15/16

Supersedes: 5/21/08

Responsible Department: Student Affairs

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students (Section 90.00, Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations)

I. Purpose

This section describes the policy and procedures that apply to establishing, changing, eliminating, and allowable uses of voluntary campus-based student fees.

II. Definitions

- A. Pledge—a mechanism by which a student may act affirmatively to pay a voluntary campus-based student fee each academic term for the duration of enrollment unless reversed in writing or other means provided by contractual agreement.
- B. Student—an individual who meets any of the following criteria:
 - 1. Is enrolled in or registered with an academic program of the University.
 - 2. During the recess period between academic terms, has completed the immediately preceding term and is eligible for reenrollment.
 - 3. Is on approved educational leave or other approved leave status (e.g., Planned Educational Leave Program), or is on filing fee status.
- C. Voluntary campus-based student fee—an optional fee established for support of student governments, registered student organizations (RSOs), or Campus Interest Groups that a student pledges to pay by affirmative action (e.g., checkbox). These fees do not include voluntary membership dues collected by student governments, RSOs, or Campus Interest Groups.

III. Policy

- A. These fees can be established following a referendum (see Section [280-15](#)) or a duly adopted resolution of student government with concurrence of the Chancellor.
- B. The Chancellor has authority to establish or modify procedures permitting the use of the registration process or other means to collect these fees from students.
- C. The ballot measure or student government resolution must contain the disclaimer that collection of the fee does not constitute sponsorship or endorsement of a student government, RSO, or Campus Interest Group by the University.
- D. The cost of collecting the fee must be borne by the student government, RSO, or Campus Interest Group that will receive the fee.

IV. Procedures for Establishing a Pledge System

- A. A valid campus contractual agreement between the student government, RSO, or Campus Interest Group and the Vice Chancellor—Student Affairs must be negotiated before the pledge system can be implemented. The contract must include provisions regarding the following:
 - 1. The establishment of the voluntary student fee and pledge mechanism.
 - 2. The main text and format of the pledge materials.

3. A timeline for implementing the pledge system.
 4. Procedures for collecting, verifying, and submitting pledges, including locations for submitting pledges.
 5. Billing and pledge presentation.
 6. Procedures for reversing pledges.
 7. Procedures for collecting the fee and remitting the amounts collected.
 8. Procedures for handling outstanding accounts receivable.
 9. Reimbursement for costs incurred.
 10. The duration of the contract.
 11. Conditions and procedures for amending, renewing, or extending the contract.
 12. Any conditions for conducting student referenda related to the voluntary fee.
 13. Procedures for resolving disputes that may arise between the parties.
 14. Procedures for discontinuing collection of the fee or use of the pledge system.
 15. Indemnification provisions that are routinely included in other campus contractual agreements, including provisions that the registered student organization must indemnify, defend, and hold harmless the University in any legal action that may arise in connection with the contract.
 16. Any requirement to show evidence of the student governments', RSOs' or Campus Interest Groups' ability to pay costs associated with the pledge system.
 17. If an alternative method is used to collect student pledges (e.g., electronically, phone), procedures that assure the validity of the student's pledge in a manner similar to the student's signature on the pledge form (see V.B, below).
- B. Voluntary student fees approved in a referendum
1. The referendum must include the pledge mechanism, the amount of the fee, the duration of the fee, any other campus conditions that may govern the collection of the voluntary fee, and a written disclaimer that the collection of such voluntary contributions through the University's agency for support of the programs and activities of student governments, RSOs, or Campus Interest Groups does not constitute sponsorship or endorsement of the University.
 2. The student government, RSO or Campus Interest Group must notify the Vice Chancellor—Student Affairs in the fall quarter of the academic year in which students plan to place the referendum on a campus ballot.
 3. The Vice Chancellor—Student Affairs will direct the student government, RSO, or Campus Interest Group of tasks that must occur prior to placing the voluntary student fee onto a referendum ballot.
- C. At least 10% of the total student body should commit to pledge to pay the voluntary fee before establishing a pledge system. If, at the end of any academic year, less than 10% of the total student body has pledged, a referendum regarding the continuation of the voluntary student fee pledge system will be placed on the ballot.

V. Administration of the Pledge System

- A. The pledge system must be implemented and become effective no later than two academic terms following the student vote or resolution in favor of establishing the fee and pledge system.

- B. Students may execute pledge forms throughout the year.
 - 1. A date must be set each academic term by which all pledges must be submitted to be effective for the next term's billing statement. The date must be as late in the academic term as the billing schedule allows.
 - 2. The pledge form must contain the following information:
 - a. Amount of fee being pledged for each academic term.
 - b. Acknowledgement that the pledge will continue for the duration of the student's enrollment unless validly revoked in writing or as provided in the campus contractual agreement for the pledge.
 - c. Student's name.
 - d. Student's ID number.
 - e. Student's signature and date.
 - f. Additional information as required by the campus contractual agreement.
 - 3. When alternative means are used for collecting pledges (e.g., electronic, telephone), the validity of the student's pledge must be verified in a manner similar to the student's signature.
- C. The pledge system should be compatible with campus registration and billing practices.
 - 1. The voluntary fee must be itemized on the fee statement with other fees and included in the total amount due for the billing period.
 - 2. In the event of a change in procedure that would affect how the voluntary fee is collected, the Vice Chancellor—Student Affairs must notify the student government, RSO or Campus Interest Group in advance, allowing adequate time to make necessary adjustments.
- D. The costs for implementation and collection must be assessed to the student government, RSO or Campus Interest Group, including costs for designing and implementing the pledge billing system.
 - 1. Costs assessed cannot exceed the actual costs incurred.
 - 2. Student governments, RSOs or Campus Interest Groups should work with appropriate campus representatives to identify methods for minimizing costs.
- E. When a student has pledged to pay the voluntary fee, failure to pay will not be interpreted as failure to pay fees for registration purposes.
 - 1. Any shortfall in the amount of total fees paid will be presumed to be a failure to pay the voluntary student fee.
 - 2. Holds will not be placed on a student's registration, nor will a student be dropped from classes due to a failure to pay a voluntary student fee.
 - 3. Failure to pay a voluntary student fee for three academic terms will be interpreted as revocation of the pledge.
- F. Voluntary student fees will not be considered in determining a student's need for financial aid, and payment of the voluntary fee must be made in accordance with Federal, State, University, and campus student financial aid policy.
- G. Disclosures of information regarding students who provide voluntary student fee pledges must be made in accordance with Federal and State privacy laws (see Section [320-21](#)).

VI. Responsibilities

- A. The student government, RSO or Campus Interest Group is responsible for:
 - 1. Maintaining its registration status throughout the implementation of the pledge system, including solicitation of the pledges, the holding of a referendum establishing the pledge, and for the duration of the campus contractual agreement.
 - 2. Informing students about the organization, the voluntary pledge fee, and the pledge mechanism throughout the year.
 - 3. Promptly removing a student from the database when a pledge reversal form or revocation letter is submitted.
- B. The pledging student is responsible for:
 - 1. Paying the fee as submitted on the completed pledge form.
 - 2. Revoking the pledge, in writing, when the student wishes to reverse the pledge.
 - a. The pledge may be revoked in writing by submitting a pledge reversal form or revocation letter to the student government, RSO or Campus Interest Group.
 - 1) Any revocation must include the student's name, signature, date of signature, and student ID number for verification.
 - 2) The student government, RSO or Campus Interest Group will provide a receipt to the student, showing the date the form/letter was received.
 - b. Students may submit pledge reversal forms throughout the year, but the forms must be received prior to the date set in order to be effective for the next term's billing statement.
- C. The campus is not obligated to undertake responsibilities on behalf of the student government, RSO or Campus Interest Group beyond those already specified herein.

VII. Further Information

- A. Additional information on general policy and procedures regarding campus-based student fees is available from [Student Affairs](#), (530) 752-2416.
- B. Information regarding issues related to voluntary pledge billing is available from [Student Accounting](#), (530) 752-3646.

VIII. References and Related Policies

- A. [UC Policies Applying to Campus Activities, Organizations, and Students](#).
 - 1. Section 70.00, Policy on Registered Campus Organizations.
 - 2. Section 80.00, Policy on Compulsory Campus-Based Student Fees.
 - 3. Section 90.00, Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations.
- B. [UC Davis Policy and Procedure Manual](#)
 - 1. Section 270-05, Campus Organizations.
 - 2. Section 270-05, Exhibit A Constituent Organizations and Student Government.
 - 3. Section 270-05, Exhibit B Registered Student Organizations.
 - 4. Section 280-15, Compulsory Campus-Based Student Fees and Referendum Elections.

5. Section 320-21, Privacy and Disclosure of Information from Student Records.