**Fees FSS/PPS No. 03.04**

**Issue No. 8**

**Effective Date: 03/15/2021**

**Next Review Date: 03/01/2025 (E4Y)
Sr. Reviewer: Treasurer**

**01. POLICY STATEMENT**

* 1. The purpose of this policy is to establish the procedures for changing official fees charged by Texas State University.

**02. PROCEDURES**

02.01 Fees for the following fiscal year will generally be presented to the Texas State University System (TSUS) Board of Regents for approval at the November meeting.

02.02 The treasurer will receive notification from the vice president for Finance and Support Services of any fee changes. The treasurer will review the official minutes of the TSUS Board of Regents to confirm changes in fees. It will then be the responsibility of the treasurer to immediately submit written notification of these changes to the director, Student Business Services. Such notification should occur with as much advance notice as practical but must occur prior to the date on which students begin making payments for the affected semester.

02.03 It is the responsibility of the director, Student Business Services to ensure the appropriate fee assessment rules are configured prior to the billing and payment cycle for the affected semester.

**03. REVIEWERS OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Treasurer March 1 E4Y

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Treasurer; senior reviewer of this PPS

Vice President for Finance and Support Services