



Student Service Fee FY25 – One Time Requests

The Student Service Fee may be allocated as permitted by by [Texas Education Code 54.503](#) for the purposes of funding student services or activities that benefit students. Funding is limited, therefore budget authorities may submit a maximum 2 funding priorities for consideration by the Student Fee Allocation Committee for one time initiatives. Requests for on going funding will not be accepted. Submissions are due no later than 4:00 pm Friday February 7th. The request will be evaluated for compliance with the Code and submitted for review to the Student Fee Allocation Committee.

I have read and understand the funding parameters as defined by Texas Education Code 54.503.

Form must be completed and signed by Budget Authority before being emailed to studentsuccess@uttyler.edu for submission.

Student Service Fee ONE-TIME Request for FY25

Cost Center Title	Cost Center #
Budget Authority	Department #

Please complete the following questions in details.

Electronic approval will be accepted if e-mails are sent from the budget authority.

Priority #1

Proposed Cost:	
<p style="text-align: center;">Summary of Initiative</p> <ul style="list-style-type: none"> - what is the initiative - why is this initiative important - what was used to determine its necessity and whether it will be impactful to students - how will this impact student retention or success 	

Briefly describe:

- 1) Why will the current budget will not support this request?
- 2) Who will benefit from the initiative?
- 3) If this is a pilot how will it be funded in the future?

- 4) Have you received one-time funding in the past and what impact did it have?

Requestor

Budget Authority

Date

Date

Date received by SFAC

Student Service Fee ONE-TIME Request for FY25

Cost Center Title	Cost Center #
Budget Authority	Department #

Please complete the following questions in details.

Electronic approval will be accepted if e-mails are sent from the budget authority.

Priority #2

Proposed Cost:	
<p style="text-align: center;">Summary of Initiative</p> <ul style="list-style-type: none"> - what is the initiative - why is this initiative important - what was used to determine its necessity and whether it will be impactful to students - will this impact student retention or success 	

Briefly describe:

- 1) Why will the current budget will not support this request?
- 2) Who will benefit from the initiative?
- 3) If this is a pilot how will it be funded in the future?

- 4) Have you received one-time funding in the past and what impact did it have?

Requestor

Budget Authority

Date

Date

Date received by SFAC