



**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 Monday, February 3rd. 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](mailto:studentsuccess@uttyler.edu) for submission.

## Student Service Fee ONE-TIME Request for FY25

<b>Cost Center Title</b>	<b>Cost Center #</b>
<b>Budget Authority</b>	<b>Department #</b>

Please complete the following questions in details.

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

**Priority #1**

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

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

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<b>Budget Authority</b>	<b>Department #</b>

Please complete the following questions in details.

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

**Priority #2**

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

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