

Memorandum

Date: May 1, 2019

To: Co-Chairs, Chancellor's Advisory Committee on Student Services and Fees
Co-Chairs, Student Fee Referenda Committee
Co-Chairs, Committee on Student Fees

Cc: Campus-Based Fee Oversight Committees
President, ASUC
President, Graduate Assembly

From: Financial Planning & Analysis, Office of the Vice Chancellor of Finance and CFO

Re: Guidance for Spending Student Fee Revenue

Dear Student Fee Colleagues:

In response to questions from multiple campus stakeholders, the Financial Planning & Analysis office (formerly, Campus Budget Office) has drafted the following guidance for units managing significant revenues or carryforward balances of student fee funds. Please share with your constituencies.

Guidance for Spending Student Fee Revenue

Multiple policies govern the use of Student Services Fee ("SSF") and compulsory campus-based fees. These include Regents Policies [3101](#) (tuition and SSF) and [3102](#) (SSF); [University of California Policy PACAOS-80](#) (campus-based fees); and the [Campus Guidelines](#) for Establishing, Increasing, Reducing or Eliminating Campus-Based Student Referenda Fees (campus-based fees).

While none of the policies requires that 100% of fee revenue be spent in a given year, the UC Office of the President has **strongly promoted** a general principle that fees be collected from students only when students can actually benefit from and use services funded by such fees. This means that revenue generated by student fees — including grants awarded by student fee advisory committees — should be spent in-year to support programming and services for the students paying those fees.

Of course, there are times when revenue simply cannot be spent before fiscal close, and carryforward balances may occasionally accrue. However, maintaining these balances is **strongly discouraged** once they are discovered.

Most importantly, **there are no system-wide or campus policies that prohibit spending student fee fund carryforward balances**, in particular when students, their student government representatives, or their student fee advisory committees request or direct us to do so. Ultimately, common sense should prevail: Students should not be denied the benefits and services that the fees they pay are designated to fund. If spending reserves is necessary, budget managers should seek appropriate approvals from divisional and campus leadership to do so.

If you have questions about this guidance, please contact studentfees@berkeley.edu.