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**Revision Responsibility:** Director of Student Engagement and Services  
**Responsible Executive Officer:** Vice President for Student Affairs

**Source/Reference:** [TBR Policy 3:01:01:00](#)  
[TBR Policy 4:01:03:00](#)  
[TBR Guideline S-030](#)  
[T.C.A. 49-8-110](#)  
Columbia State *Student Handbook* -  
<https://www.columbiastate.edu/catalog-student-handbook/>

## PURPOSE

The Student Government Association (SGA) Fee is a non-refundable fee to fund a variety of SGA initiatives and student activities.

## POLICY

### I. Establishment

The SGA Fee was established by a vote of the student body and approved by the administration of Columbia State Community College and the Tennessee Board of Regents in 2018.

### II. Assessment

- A. The SGA fee shall be collected from each enrolled full-time or part-time student taking credit courses on or off campus each academic term. The fee shall be collected in addition to the maintenance fee, out-of-state tuition, access fee, student activity fee, and/or any other incidental fees related to the enrollment of a student.
- B. All collected SGA fees are state funds and shall be subject to all procedures and regulations relative to the collection, disbursement, and audit of state funds and such other regulations as provided herein.

### III. Authority

Ultimate authority for the collection and disbursement of SGA Fees rests with the President of the College. The Director of Student Engagement and Services and the Student Government Advisor shall direct management and use of funds by recommendations from the Student Government Association. The denial of funding from collected SGA fees for a recommended student project or program may be appealed to the Vice President for Student Affairs with final appeal to the President.

### IV. Allocation Overview

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A. Revenues generated from the SGA Fee shall be allocated by the Division of Student Affairs and managed by the Department of Student Engagement and Services for the following:

1. To increase the amount of campus-wide activities.
2. To aid SGA in planning and implementing student-led initiatives and operational needs.
3. To supplement the Student Government Association budget and to increase the ability of that organization to deliver services to students.

V. Restrictions

No portion of collected SGA Fees shall be used to finance instructional activities, sectarian religious activities, charitable causes, partisan political activities, or salaries. All expenditures from the SGA Fee fund must be in compliance with [Tennessee Board of Regents Policy 4:01:03:00](#), Tennessee Board of Regents [Guideline B-060](#), and [T.C.A. 49-8-110](#).

VI. Regulations

- A. No SGA fee funds shall be used by any person or eligible student organization for the personal benefit of any of its members, other persons or another organization.
- B. SGA Fee funds shall not be used to establish petty cash funds.
- C. The SGA Fee is subject to the general regulations and auditing procedures set forth by Columbia State and the policies and guidelines of the Tennessee Board of Regents.

VII. Procedures

General Allocation Guidelines

The appropriate administering authority shall allocate the Student Government Fee utilizing the following criteria:

- A. The SGA Executive Board, by popular vote, shall recommend funding to the Department of Student Engagement and Services for programs, activities, and initiatives, by submitting a proposal to Fund.
- B. The Director of Student Engagement and Services shall approve or deny funds with appeals to the Vice President for Student Affairs. Final appeal rests with the President.