

## **STUDENT SERVICES FEE APPLICATION NARRATIVE**

*Please provide succinct comprehensive answers to the questions posed.*

*Please carefully follow the submission instructions at the end of this application (also included in the application email).*

*Please fill in the header above with the necessary information.*

As you complete your request for funding support, please be reminded that Student Services Fee funding decisions will be made in the context of the following Texas A&M System definition of Student Services Fees (section 54.503):

*“Student services” means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.”*

**1. Please explain how the program or service(s) for which you are requesting funding aligns with the definition provided above.**

**2. Please circle YES or NO to the following questions and provide narrative as needed, in the space provided.**

YES or NO      Can all WT students actively participate in the program/service/activity for which funding is being requested?

*If NO, why not?*

YES or NO      Does this program/service provide an opportunity for students to earn academic credit?

YES or NO      Are all students eligible to enroll in the class(es) for which credit can be earned?

*If YES, how many students earned any of the associated credits in the Fall 2021/Spring 2022?*

**3. How many students are directly involved in the program/activity/service that this fee request supports?**

(a) What are the characteristics of these students?

(b) What impact does your program have on these students?

**4. How might/do other students benefit from this program/activity/service?**

(a) What are the characteristics of these students?

(b) What impact does your program have on these students?

**5. Use this space to explain any item needing clarification or additional justification, or any significant differences on your request.**

**6. Please explain in detail any New Capital Outlay projects listed, or new programs that will increase your need for funding.**

**7. What was this account's beginning/carryover balance (balance forward from 2020-21) on September 1, 2021?**

Please explain the nature/uses/justification of all your unencumbered carryover balance on September 1, 2020.

**SUBMISSION INSTRUCTIONS :**

You must electronically submit your application and budget worksheet as **separate files**.

Your completed application must be submitted to Tammy DeSpain at [tdespain@wtamu.edu](mailto:tdespain@wtamu.edu) by 5:00pm, November 24, 2021 in order to receive consideration.

The subject line of your email should read SSF APPLICATION: [ **program name**].

Rename your attachments to identify your application. [e.g., "Buff Branding Appl 2021-22 narrative.doc" and "Buff Branding Budget 2021-22 xls"].

Your completed application packet cannot exceed 6 pages total and must be legible. **Only 6 (six) pages will be forwarded to the committee.**