Admission to a USG institution is governed a variety of criteria and procedures. The policies and language regarding the ev

for admission to any USG institution.

All institutions are encouraged to carefully review the admission policies specified by the BOR Policy s Heateri

2) Detailed revenue project for each mandatory fee request

3) Financial data form with actual and projected revenues and expenditures, and

4) Mandatory student fee participation form.

x Fiscal Affairs reviews the fee requests submitted by each institution. After review, the Office of Fiscal Affairs makes recommendations to the Chancellor and the Board of Regents.

x All mandatory student fees and fee increases must be approved by the BOR at its April meeting to become effective the following fall semester.

Criteria:

x Mandatory student fees may be waived for students who are enrolled for fewer than six credit hours. Alternatively, mandatory fees may be prorated on a per-credit-hour basis for students taking fewer than twelve credit hours. Mandatory fees may be reduced for students enrolled in summer courses.

x Student participation in the fee approval process is required; specifically, the fee advisory board must be composed of at least 50% students and include at least four students. Students are appointed to the committee by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

x The purpose of the committee is to provide advice and counsel to the institution president. The BOR, however, does not require approval of the request by the committee.

x Mandatory student fees are to be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students.

x All payments from funds supported by student mandatory fees must be made using approved and appropriate business practices of the institution.

The BOR approves mandatory fees at the April Board Meeting. Therefore, the institution must plan accordingly to allow adequate time for full consideration of the fees at the institution level. By example, below is a Case Study outlining a process used by a USG institution to increase student awareness and develop support for a proposed mandatory "recreation and wellness" student fee to build a new facility?

The Process

x Exploratory committee consisting of students, faculty, and staff formed to determine need for and purpose of proposed fee

x Committee met multiple times, and included significant student participation, from the affected campuses

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- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (a photocopy is not acceptable)
- A U.S. Certificate of Naturalization (USCIS form N 550 or N 570)
- A U.S. Certificate of Citizenship (USCIS form N 560 or N 561)
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS 1350) or a Consular Report of Birth Abroad (FS 240)
- A current U.S. Passport
- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
  - A current military ID (service member only, not dependent)
  - A current, valid Permanent Resident Card (USCIS form I 151 or I 551)
  - An F, J, or M visa
  - Verification through the SAVE program

Institutions should carefully review the processes used to demonstrate a student's eligibility including FAFSA forms.

The Office of Internal Audit and Compliance (OIAC) mission is to support the University System of Georgia management in meeting its governance, risk management and compliance and internal control (GRCC) responsibilities while helping to improve organizational and operational effectiveness and efficiency. OIAC is a core activity that provides management with timely information, advice and guidance that is objective, accurate, balanced and useful. OIAC promotes an organizational culture that encourages ethical conduct.