

UCSC COMPULSORY FEE REFUND POLICY AND PROCEDURE

Policy: The University of California, Santa Cruz (UCSC) makes compulsory funding decisions and allocations on a content neutral basis, consistent with the University's educational mission. UCSC recognizes that the expressive activities undertaken by student organizations are diverse in range and content, from displaying posters and circulating newsletters throughout the campus, to hosting campus debates and guest speakers, and to what may best be described as political lobbying.

Funding decisions will not be based upon the views of the group sponsoring the event; will not be contingent upon demonstrating majority support (a vote or election); and funding levels may be significantly different for different groups, but differences will not be because of the views expressed by a sponsoring group.

Students who wish to challenge the expenditure of compulsory student fee funding for ideological or political reasons, may request a refund by completing and submitting the *Refund Request for Compulsory Student Fees* form. Only the Office of Student Activities (OSA) Director, College Administrative Officer (CAO) or Dean of the Graduate Division (Dean) may approve a refund.

Notice: UCSC will place a notice of this policy and a refund request form on the OSA WEB page (<http://soar.ucsc.edu/>) and the student activities offices in the colleges and the GSA will also make the information available to their students annually.

Procedure: The Refund Request Form (*see Attachment A*) must be received by the OSA office within ten working days of the event. The OSA Director, CAO or Dean will make a decision within ten working days.

Refund Formula: The amount of the refund of compulsory fees is proportionate to the individual student's quarterly fee portion that was used in the event. The OSA Director determines the refund level.

Example: Event: Budget is \$5000, with \$2500 from College Student Government Fees and \$2500 from Registration Fees.

\$5000	-the amount spend for the spring quarter event, <i>divided by</i>
16400	-the number (varies) of students (undergraduate and/or graduate) in spring who paid the fee, <i>equals</i>
=.30 cents	-amount of refund.

Appeals: Appeals may be made to the Associate Vice Chancellor,(AVC) Student Affairs. The AVC is the final appeal and decisions will be made within ten working days upon receipt of the written appeal request. AVC decisions are final and binding.

REFUND REQUEST OF COMPULSORY STUDENT FEES

Date:

This form must be submitted to the Office of Student Activities (OSA) within ten (10) working days of the event. OSA will determine the appropriate routing for the form.

Name		College Affiliation/Grad
Email		Phone
Event Name		SID
Event Date	Location	Time
Event Sponsor(s)		
Please describe why you are requesting a refund?		
<p align="center">The amount of the refund is determined by one or more of the following guidelines The total amount of compulsory fees spent for the event, divided by the number of students (undergraduate and/or graduate) enrolled in UCSC during the academic quarter in which the event occurred.</p>		
ADMINISTRATIVE USE		
Refund Approved? Y N	Reason:	
<p align="center">Formula Event Cost divided by \$ No of Students Paying Fee TOTAL Refund Amount? \$</p>		
Refund Approved By*:	Print Name	Signature
Refund Received By:	Print Name	Signature
Date Received Refund		

ATTACHMENT A