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**Responsible University Office:**  
Vice Chancellor for Business and Finance

**Responsible University Administrator:**  
Vice Chancellor for Business and Finance

**Policy Contact:**  
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## University Program and Facilities Fees (UPFF) Fund B

### POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Additional Contacts  
Forms  
History

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### Scope

This policy identifies the approval process to request a change to UPFF Fund B fees. The Fund B portion of the University Program and Facilities Fees (UPFF) is designated to pay debt services, staff salaries, maintenance of facilities and related expenses, and those additional items designated by the Chancellor and budgeted separately with emphasis upon continuing support.

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### Policy Statement

General policies governing the administration of student fees are set forth in §5.9 of the Board of Regents Policies of the University of Nebraska.

#### RP-5.9.1 University Program and Facilities Fees

Upon recommendation of the campus Chancellor and the President, and with the approval of the Board of Regents, Fund B monies may be allocated for support of (i) University contracts requiring payment in whole or in part from dedicated student fees, (ii) student unions and centers, (iii) intercollegiate athletic programs, (iv) student health services, (v) student recreational programs, (vi) international student services, (vii) student transit services, and (viii) facilities related to any of the foregoing.

Fund B monies shall not be allocated for the benefit of an individual student (including athletic scholarships) except for wages paid to a student who is an hourly paid employee, employed by and at one of the facilities above; for support

of the University's physical plant, except for facilities used primarily for those student services or activities permitted above or facilities subject to bonded indebtedness requiring dedicated student fees; or for support of any academic program, or any function or facility directly related to an academic program.

In the event a facility is used in part for those student services or activities permitted above, and in part for other purposes (such as academic programs, or faculty, staff, or community services and activities), Fund B monies may be used to support the facility only up to the proportion that the permitted student services or activities in the facility bear to the total use of the facility.

#### UNK Addendum to Board of Regents Policies

Student fees shall not be retained as contingency funds. The balance in a student fee cost center should generally not exceed the average revenue generated in an academic year. If the fund balance exceeds this threshold, the Finance Office may require the campus unit to submit a strategic plan detailing the future use of the fund balance, a decrease or discontinuation of the student fee being charged, or have the campus unit request a change in the intended purpose of the fee.

The Finance Office will periodically audit UPFF Fund B fees to determine 1) whether student fees collected are being used for their intended purpose and for allowable expenditures, 2) fund balances are monitored and controlled, and 3) written explanations are provided as to the appropriateness and intended use of excessive fund balances due to surpluses built over time.

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### Reason for Policy

Per Board of Regents Policy RP-5.9.4, the Chancellors on each of the campuses shall report to the President, no later than March 1 of each year, a listing of all planned changes in student fees, of any nature, for the next academic year. Planned changes in fees must be approved by the President and subsequently included as a report to the Board of Regents in a meeting agenda, prior to the proposed implementation of all planned changes in student fees.

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### Procedures

An annual announcement is sent by the Vice Chancellor for Business and Finance (VCBF) by early October notifying the campus units to submit requests for all planned changes to student fees. The request for a UPFF Fund B change is submitted on a UPFF Fund B Fee Approval Form. The form and all supporting documentation are routed to the appropriate Chair, Director, Dean, Vice Chancellor, and/or Chancellor for initial signature approval. Forms and supporting documentation are due to the appropriate Vice Chancellor/Chancellor **one week before the last business day in October**. The appropriate Vice Chancellor/Chancellor will then provide all initially approved forms to the Office of the VCBF by the last business day in October.

All UPFF Fund B fee requests are initially reviewed by the Finance Office. Additional information may be requested from the submitting department. The Finance Office's comments and recommendations will be submitted to the VCBF.

The VCBF will submit the UPFF Fund B requests to the President of Student Government, who will put it on the Student Senate agenda for review and comment in a public hearing.

The VCBF will submit the UPFF Fund B fee requests to the Academic Administrative Review Group, which consists of the following:

- Academic Deans
- Dean of Graduate Studies & Academic Innovation
- Associate Vice Chancellor for Student Affairs
- President of Faculty Senate
- President of Student Government

This group will review the requests and provide comments and recommendations. A specific deadline for replying will be included with the notification. All members must respond. This group will be notified if no requests are received.

Once the Academic Administrative Review Group has provided its input, the VCBF will submit a summary report of all proposed student fee changes to the Chancellor for approval. The Chancellor has final approval authority at the campus level.

The VCBF prepares a Board of Regents recommended action for approval document for the fees approved by the Chancellor and then forwards the document to the Chancellor. The Chancellor then submits the document to the President for approval. Upon approval by the President, the recommended action for approval document is submitted for inclusion in the March Board of Regents meeting agenda.

After the Board of Regents has approved the fee requests, the VCBF will notify the submitting department of such approval or denial of their request.

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## Additional Contacts

Subject	Contact	Phone	Email
Senior Financial Acct	Ross Pierce	308-865-8007	<a href="mailto:piercerl@unk.edu">piercerl@unk.edu</a>
Director of Finance	Jill Purdy	308-865-8524	<a href="mailto:purdyj@unk.edu">purdyj@unk.edu</a>

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## Forms

[University Program and Facilities Fees \(UPFF\) Fund B Fee Approval Form:](https://www.unk.edu/about/files/upff-fund-b-fee-form.pdf)  
<https://www.unk.edu/about/files/upff-fund-b-fee-form.pdf>

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## History

Replaces current policy dated April 1, 2023.