



**PERMANENT MEMORANDUM 29  
STUDENT REFERENDUMS TO ESTABLISH NEW SPECIAL SERVICE FEE  
OR TO INCREASE AN EXISTING FEE**

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs  
Initially Issued: October 14, 1998  
Last Revised: November 16, 2006

(This memorandum is an addendum to PM-29, dated October 14, 1998)

The existing PM-29, dated October 14, 1998, is **amended** to reflect action taken by the LSU Board of Supervisors on December 12, 2003:

"It is recommended that the language requiring special service fees to be presented to the LSU Board of Supervisors for approval and ratification be deleted."

Thus, special services fees approved through a student referendum should be submitted through proper channels to the President of the LSU System for approval. In all other respects, PM-29 is maintained as written pending further comprehensive evaluation.

The memorializes the change effective as of December 12, 2003



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(This policy supersedes PM-29, dated October 14, 1998, as amended by the LSU Board of Supervisors on December 12, 2003.)

Under certain circumstances, the LSU Board of Supervisors will approve the establishment of a special service fee or an increase in an existing special service fee through a student referendum, provided the following conditions have been satisfied:

- I. The special service fee in question is not considered a “fee” as defined in Article 7, Section 2.1 of the Louisiana Constitution, which would require the approval of a two- thirds vote of both houses of the legislature.
- II. At least 30 days prior to holding a student referendum to establish a special service fee or to increase an existing special service fee, a proposal, which outlines in detail the scope and purpose of the fee, shall be forwarded to the Office of the President for review and evaluation. This proposal should include comprehensive budgetary information and must be sent through proper channels.
- III. If approved through a student referendum, the special service fee shall be submitted, through proper channels, to the LSU Board of Supervisors for approval.
- IV. The Office of the President and the LSU Board of Supervisors reserve the right to decline consideration of any special service fee suggested by a student referendum that does not satisfy the conditions listed in this permanent memorandum.