

## Chapter 2. BCSGA/KVC STICKER PROGRAM

### Section 01: Overview

- a) The BCSGA Fee is an optional \$15 fee collected at the time of registration per instructional semester. This fee, although collected by the District, is given to the Association for disbursal throughout the campus, aiding programs and services, and supporting the welfare of the student body and organizations.
- b) Students receive a BCSGA Kern Value Card Discount Sticker (otherwise known as the "BCSGA/KVC Sticker") for their respective BC student identification cards.
- c) The Association provides benefits as a "thank you" for those students who have paid the fee. These benefits include free academic supplies, discount tickets programs, free admission to home football games, student activities events, discounts at local businesses, access to the BCSGA Scholarships and Grants, etc.
- d) At Bakersfield College, as at our neighboring colleges, this fee is a "negative check off" wherein the fee is automatically assessed at registration. Students then have the option of waiting to pay for their classes and coming to the Office of Student Life for a waiver, which is then presented to the Business Services Office along with payment.
- e) Deadlines for the waiver are the second week of the fall and spring semesters.
- f) The fee is not collected over the winter and summer sessions.
- g) The following groups are NOT currently assessed the fee:
  - 1) K-12 Concurrently enrolled
  - 2) Study Abroad
  - 3) Staff and Faculty
- h) Examples of programs and services supported by this fee:
  - 1) Student welfare and materials for academic support
  - 2) Student organization support, workshops, and grants
  - 3) Student activities and events programs
  - 4) Student Government operations
  - 5) Student Services specialized events
  - 6) Renegade Athletics support
  - 7) BCSGA Scholarships and Grants
  - 8) Campus and community partnership and collaborations
  - 9) Office of Student Life services, programs, and operations
  - 10) Other items as identified by the BCSGA Annual budget

### Section 02: Purpose

- a) The Finance Code is to define the financial parameters in which the Association can operate and outline the acceptable use of fees and revenues accrued by the College in connection with the Association activities, programs, events, initiatives, and assist supplemental funding for registered BC student organizations.
- b) All revenues and expenditures are subject to the policies, regulations, and procedures set forth by the BC Office of Student Life, BC Business Office, State of California, the Kern Community College District, and Bakersfield College.

### Section 03: General Principles

- a) The BCSGA/KVC Sticker Fee is established to promote the general welfare and morale of the students, shall be a common treasury, and expended in such a way as to benefit the current and long-term interest of BC students.
- b) Stewardship of the BCSGA/KVC Sticker rests with the elected representatives of BCSGA under the trusteeship of the BCSGA Advisor and the Office of Student Life.
- c) The BCSGA Advisor shall be directly responsible for the conduct of all Association financial activities and shall be governed in this exercise by the KCCD Board Policies.

*SB##: BCSGA/KVC Sticker Procedure*

*Addendum: BCSGA/KVC Sticker Program*

- d) All funds raised or expended in and for the common treasury and general welfare of the Association shall be maintained by the BCSGA Advisor, in keeping with all District policies and procedures, in consultation with the Vice President of Student Affairs, under the direction of the President of Bakersfield College.
- e) Management of the BCSGA/KVC Sticker Fee shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the KCCD fiscal policies.
- f) Representation by members of the Association shall be required in the raising and expending of Association funds.
- g) The BCSGA Advisor shall have veto power over any action of the Association or the Department of Finance. The BCSGA Advisor shall provide an explanation for the veto to the President.
- h) The Vice President of Student Affairs shall be the final decision.

**Section 04: Appeal Procedures**

- a) The following outlines the process for requesting refunds of BCSGA/KVC discount stickers.
  - 1) Students requesting refunds will be directed to fill out an online form to request the refund and explain why they are making the request. Appeal Form is located with the Office of Student Life and the BCSGA official website.
  - 2) The submitted form will be presented to BCSGA Director of Finance and will be placed on the next available agenda for review at the next scheduled Department of Finance Meeting within two (2) instructional weeks of submission.
  - 3) The Department of Finance will review each case and the student will be invited to the Department Meeting to discuss the matter.
  - 4) The Department of Finance will discuss the appeal and will vote to accept or reject the appeal, by majority vote.
  - 5) The requesting student will be notified of the decision via email and any follow-up instructions or modifications will be included at that time within five (5) instructional days following the end of the Department of Finance meeting.

**Section 05: Conditions of Decision**

- a) The BCSGA Department of Finance will be the determining body for accepting or rejecting any BCSGA/KVC appeal requests.
- b) The BCSGA Advisor will have the final decision, if needed, regarding all appeal requests.
- c) "Current Semester" appeal requests will be accepted by the BCSGA Advisor up to the first two weeks of instruction for the fall or spring semesters.
- d) "Non-Current Semester" appeal requests will be reviewed and will also be accepted or rejected by the Department of Finance.
- e) Acceptance of any appeal requests does not mean that the entire amount will be refunded.
- f) Students requesting more than one past semester refund may be asked to make an attempt at paying a portion (i.e. at least half) of the total amount.
- g) Students will only be permitted one appeal for the BCSGA/KVC Student Discount Card.

**Section 06: Amending the Finance Code**

- a) This Code shall serve as the final and absolute document pertaining to financial procedures for the Association and amendments are to be enforced only after the amendment process is official and complete.
- b) All appropriation bills that amend the Finance Code should be presented to the BC Student Body before being voted upon by the Senate.
- c) Any part of the Finance Code can only be amended by at least a two-thirds (2/3) majority vote of the Senate's total voting membership and approval of the BCSGA Advisor.