

Manual of Policies and Procedures for Student Affairs

Subchapter 14. Student Money Management

Subchapter 14-100. General Provisions

Sec 14-101. Purpose

- a. Our purpose is to assist students with improving their financial literacy and to develop good financial habits during their college experience. We assist students with becoming more fiscally responsible, aware of their financial priorities, and finding success during college and after graduation.

Sec. 14-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
 - a) "organization" means a student group holding a valid registration;
 - b) "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
 - c) "university" means The University of Texas at Tyler;
 - d) "staff" means a current full-time employee of The University of Texas at Tyler.
 - e) "counselor" means a student money management professional or graduate assistant who has been trained in the area of financial literacy.
 - f) "SMM" means Student Money Management

Sec. 14-103. Introduction

- a. SMM is founded upon Texas Legislation S.B. No. 1590, which is an act relating to requirements for personal financial literacy training offered by public school districts and public universities to its students. This Act took effect September 1, 2013. The legislation can be found:
 - b. SMM services are available at no charge for all currently enrolled students of The University of Texas at Tyler, including online and distance learning students.
 - c. SMM is an active member of The Texas Association of Collegiate Financial Education Professionals (TACFEP) that was formed in 2013 to provide financial education professionals throughout higher education in Texas with a statewide association and network. The association helps higher education professionals keep up-to-date on the latest issues, trends and resources available in order to work most effectively with students on issues concerning personal financial management. SMM looks to TACFEP as a guide for best practices and procedures.

Sec. 14-104. Student Money Management Services and Resources

- a. Money Management Presentations and/or Workshops
 1. SMM conducts workshops over general money management topics all across campus, partnering with various staff members, departments, and organizations. SMM provides an interactive learning experience so that each student takes away knowledge and skills that are applicable to their college lifestyle.
- b. Online Resources
 1. The SMM website provides tools that include: calculators, videos, articles, and various information over money management that a student can reference and download at any time.
 2. SMM utilizes social media: Facebook, Twitter, Instagram, and Pinterest. SMM posts articles, tools, resources, and marketing materials through these mediums in order to engage students in

the financial topic at hand.

c. Money Counseling Sessions

1. SMM provides individualized financial counselling sessions so students can gain greater insight into money management. A one-on-one session allows the financial counselor to gain a general assessment of the student's current financial situation and to focus on the most immediate areas of interest. Sessions will conclude with a workable, interactive action plan, listing tasks for the student to complete in order to begin on a more active path to financial success.
2. Students utilizing SMM services will complete an information survey prior to the money counseling session. The information will be used to track services and generate statistical information for annual reports. No names or identifying information will be used for the reports.
3. Financial counseling sessions will maintain the confidentiality of all client records, and will not disclose any personally identifiable information from the client records. All matters concerning the client are kept strictly confidential. These matters will not be discussed outside of SMM supervisory staff.
4. Money Counseling sessions abide by FERPA guidelines and remain confidential.

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