

# Manual of Policies and Procedures for Student Affairs

## Subchapter 14. Center for Student Financial Wellness (formerly Student Money Management)

### Subchapter 14-100. General Provisions

#### Sec 14-101. Purpose

- a. The Center for Student Financial Wellness is committed to student success by providing students with financial literacy and financial wellness services and resources to assist them in the development of personal financial awareness and healthy financial habits.

#### 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 Center for Student Financial Wellness professional or graduate assistant who has been trained in the area of financial literacy.
  - f) "CSFW" means Center for Student Financial Wellness.

#### Sec. 14-103. Introduction

- a. CSFW 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. CSFW 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. CSFW 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. Financial Literacy and/or Workshops
  1. CSFW conducts workshops over general financial literacy and financial wellness topics all across campus, partnering with various staff members, departments, and organizations. CSFW 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 CSFW website provides tools resources, articles and presentation and appointment scheduling options that a student can reference and use at any time. .
  2. SCSFW utilizes social media: Facebook, Twitter, Instagram and Pintrest. CSFW posts articles, tools, resources, and marketing materials through these mediums in order to engage students in relevant financial topics.

c. Financial Counseling Sessions

1. CSFW provides individualized financial counseling sessions so students can gain greater insight into their personal financial wellness and financial literacy. A one-on-one session allows the counselor to provide a general assessment of the student's current financial situation and to focus on the most immediate areas of interest. Sessions conclude with a workable, interactive action plan, listing tasks for the student to complete in order to become a more active participant in their own personal financial wellness and financial literacy.
2. 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 in keeping with FERPA guidelines. These matters will not be discussed outside of CSFW supervisory staff.

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