

## MEMORANDUM

TO: All Clubs, Organizations, Student Government Associations, and Advisors  
FROM: Bryan Roberts, *Director of Finance and the Student Activity Fee Accounts Office*  
CC: Dr. Eddie Jitpraphai, *Associate Vice President of Student Support*; Esperanza Bautista-Ulerio, *Assistant Director Student Activity Fee Accounts Office*  
DATE: June 18, 2026  
RE: 2026-2027 Activity Fee Timeline and Updates

### 1) Financial Trainings

#### Annual Financial Training

Per Student Activity Fee Account policy, all registered Treasurers, Presidents, and any persons making financial transactions on behalf of an organization must be trained at least once, **annually**, by the Student Activity Fee Accounts Office. Organization advisors will also be required to complete this training before approving any purchases/transactions on behalf of their organization(s). This training is valid from July 1<sup>st</sup> – June 15<sup>th</sup> of each year, to coincide with the fiscal year. The Student Activity Fee Accounts Office will NOT process any transactions/request for funds until the Treasurer and President of the student organization has completed the required training per stated above.

Training sessions will be hosted via Zoom between July 6<sup>th</sup> – July 24<sup>th</sup>, per the schedule below.

All attendees must register.

- July 8<sup>th</sup>: 12:00-1:30PM - Open Registration – [Register Here](#)
- July 9<sup>th</sup>: 6:00-7:30PM – Open Registration – [Register Here](#)
- July 14<sup>th</sup>: 10:30AM-12:00PM – Open Registration – [Register Here](#)
- July 15<sup>th</sup>: 11:30AM-1:00PM – Pharmacy – [Register Here](#)
- July 24<sup>th</sup>: 3:30-5:00PM – KPCOM – [Register Here](#)

*If you are unable to attend any of the above training sessions, Canvas training modules will go live on August 3, 2026. Please note that this is after the SharkHub registration deadline and should not be the desired course of action for any re-registered organizations looking to receive active status during the first wave of approvals.*

*If you would like additional members of your organization to be trained who are NOT the president or treasurer, please send an email request with the members' names and email addresses to [studente@nova.edu](mailto:studente@nova.edu).*

## PCI Compliance Training

PCI compliance refers to the Payment Card Industry Data Security Standard (PCI DSS) and by Federal mandates, training must be completed annually by individuals handling credit card payments, processes, or payment devices (credit card terminals). Like the Annual Financial training, completion status is only valid from July 1<sup>st</sup>-June 15<sup>th</sup>.

All registered Presidents and Treasurers will be automatically added to the Canvas module. Additional members can also request PCI Compliance training when requesting to check out a Credit Card Terminal on the Student Activity Fee Accounts [website](#).

Important: PCI Compliance training is only required for those renting or using credit card terminals. This training can be completed at any time throughout the year and is not required for SharkHub approval consideration.

## 2) Register/Re-Register Student Organization

All returning student organizations must complete re-registration for the academic year via SharkHub no later than June 30, 2026. This step is NOT necessary for the college's Executive SGA, as your registration is manually updated by PANSGA Advisors.

Student organizations who fail to register/re-register on SharkHub by the deadlines will be financially inactive until registration is submitted and approved by the Office of Campus Life and Student Engagement.

All communication regarding current and future registration periods are sent by the Office of Campus Life and Student Engagement via SharkHub email blasts. If you do not see these emails, try searching for emails sent from 'relay@relay.engage.campuslabs.com' and make sure that you are a registered member of the organization in SharkHub.

Please contact [nsuclubs@nova.edu](mailto:nsuclubs@nova.edu) for further questions on SharkHub registration for returning clubs, new clubs, and clubs seeking reactivation.

## 3) Fiscal Year (FY) 2027 Activity Fee Timeline

- June 30<sup>th</sup> – Organization Re-Registration Deadline
- July 1<sup>st</sup> – BEGINNING OF FY27 – Organization-raised funding that has rolled over is available for use. To be eligible for use, organizations must first complete the annual financial training and fulfill applicable registration requirements by the Office of Campus Life and Student Engagement.
- July 8<sup>th</sup> – July 24<sup>th</sup> – FY27 Virtual (Zoom) Financial Training Sessions
- August 3<sup>rd</sup> – Canvas Training Modules go live.
- August 3<sup>rd</sup> – Fall 2026 Budget Request Cycles Begin.

Budget Request Cycle	Application Period	Program/Event Timeline
Fall Term I	August 1 <sup>st</sup> – 16 <sup>th</sup>	September - December
Fall Term II	September 1 <sup>st</sup> – 19 <sup>th</sup>	October - December
Fall Term III	October 1 <sup>st</sup> – 18 <sup>th</sup>	November - January
Winter Term I	January 1 <sup>st</sup> – 17 <sup>th</sup>	February – May
Winter Term II	February 1 <sup>st</sup> – 14 <sup>th</sup>	March – May
Winter Term III	March 1 <sup>st</sup> – 14 <sup>th</sup>	April - May
Summer Budget Request*	May 1 <sup>st</sup> – 16 <sup>th</sup>	July – August**

*\*The Summer Budget Cycle is only available to program-specific organizations that actively meet during the summer months, according to the academic calendar.*

*\*\* For the end of the fiscal year bookkeeping, no new allocations are made during the month of June. Eligible July allocations will be made after the successful completion of all training courses for the following fiscal year.*

- November 23<sup>rd</sup> – December 4<sup>th</sup> – PCARD Appointments not available for end of semester bookkeeping.
- **December 7<sup>th</sup> – FALL CLUB ALLOCATION SWEEPS** - All unused funds allocated to clubs/organizations are swept from organizations. Approved expenses must be submitted to the Student Activity Fee Accounts Office by December 6<sup>th</sup> in order to be considered for processing. Organizations still have full access to organization-raised funding and may also ask their Executive SGA to fulfill transactions on their behalf.
- April 19<sup>th</sup> – April 30<sup>th</sup> - PCARD Appointments not available for end of semester bookkeeping.
- **May 7<sup>th</sup> – WINTER CLUB ALLOCATION SWEEPS** – All unused funds allocated to clubs/organizations are swept from organizations. Approved expenses must be submitted to the Student Activity Fee Accounts Office by May 6<sup>th</sup> in order to be considered for processing. Organizations still have full access to organization-raised funding and may also ask their Executive SGA to fulfill transactions on their behalf.
- **June 15<sup>th</sup> – LAST DAY FOR TRANSACTIONS.** June 15<sup>th</sup> is the last day of the fiscal year to submit transactions using organization-raised funds. This is also the date when all remaining allocations from the Student Activity Fee Accounts Office will be swept. All transactions/RFFs must be APPROVED by this date. RFF processing, PCard Appointments, and use of Activity Fee resources will be suspended the following day, on June 16<sup>th</sup>, until the new fiscal year begins on July 1<sup>st</sup>.
- June 30<sup>th</sup> – LAST DAY OF FY27

Please visit <https://www.nova.edu/studentfeeacct/index.html> for all finance forms, policies, and manuals once the semester begins.