

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	D-XI-e	Effective Date	04/19/2011
Subject:	Tuition & Fees: Non-Credit Courses		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date	04/19/2011
History:	Previously effective 04/19/2011, replaced policy dated 02/21/2011		
Remarks:	Policy updated to new format.		

The term "course," as used in this policy, applies to courses, workshops, seminars and other educational activities. Tuition and fees are expressed in terms of their application to the individual student.

Tuition and fees are payable at the time of registration. Registration is not complete until full payment has been made.

Tuition and fees for non-credit courses shall be assessed independently of tuition and fees for college credit courses.

All published charges are subject to change by the College at any time.

### TUITION

**Standard Tuition Rate**--The standard tuition rate shall be \$1.25 per clock hour. For non-resident students who live and work out of state and who are enrolled in contract continuing education classes, the minimum tuition rate will be a minimum of \$4.00 per contact hour.

**Exceptions to Standard Rate**--The following exceptions to the standard rate apply:

1. Reduced rates (less than standard) may be allowed, in a given course, for groups employed by or representing a particular organization, whether such groups constitute all or a portion of the enrollment in the course and in other cases in which the best interests of the College are served as approved by the appropriate dean.
2. Tuition in excess of the standard rate may be charged individuals or organizations for courses in which the cost of preparing for and conducting the course is higher than usual. Such tuition shall be commensurate with the cost of preparing for and conducting the course and shall be determined on an individual course basis and approved by the appropriate dean.
3. The College may charge zero tuition for those non-credit courses where all or a significant portion of the college's cost for facilities, instructor's salaries, equipment, and/or expenses are covered by business, industry, or other local public or private clients. For the contribution cost to be "sufficient" to merit the college's assessing zero tuition, the contribution must cover the cost of the

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instructor's salary and any direct cost to the college as determined by the Vice President, Instruction.

### FEEES

Facilities Fee--A Facilities Fee shall be \$2.00 per registration plus \$.25 per contact hour per student and will be charged to all students in all courses.

Materials and Supplies Fees--Fees to compensate for special materials, supplies, equipment or services provided by the College may be determined on an individual course basis by the appropriate dean.

Continuing Education Fee (Revenue Bonds, Series 1995)--A continuing education fee shall be imposed for all courses taught by the Continuing Education Division as of December 1, 1992. The amount of the fee shall be adjusted annually so that total debt retirement revenues collected annually shall not be less than \$55,000.

### REFUND OF TUITION AND FEES

#### REFUND POLICY FOR CONTINUING EDUCATION COURSES

When students withdraw from Continuing Education courses, a refund of tuition and fees shall be made in accordance with the refund schedules shown below. Students should contact the Records & Registration Office to request a refund.

#### REFUND POLICY FOR VOCATIONAL PROGRAMS

Prior to the first class day	100%
During the first two CLASS days	70%
After the second CLASS day	0%

#### COMMUNITY PROGRAMS (INCLUDING KIDS COLLEGE)

Prior to the first class day	100%
*During the first seven CALENDAR days	70%
After the second CLASS day	0%
*A \$10 Fee will also be assessed for courses costing \$50 or more	
*A \$5 Fee will also be assessed for courses costing \$49 or less	
After the second CLASS day	0%

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Students who are dropped for disciplinary reasons will not receive a refund nor be allowed to transfer to a later section.

### COURSES ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE

Prior to the first class day 100%  
\*After classes begin 70%, 25%, or 0%

See table below for days and appropriate refund percentage.  
(Days referred to in this table are calendar days and not class days)

Drops and Withdrawals		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

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### **COORDINATION WITH VICE PRESIDENT, FINANCE & ADMINISTRATION**

The Vice President, Finance & Administration shall be given written notification, in advance of collection, of all special fees to be assessed and of all instances involving a deviation from the standard tuition rate.

### **CONTRACTS**

Contracts or agreements between the College and other organizations or agencies involving the sharing of income and/or expenses between the College and such organizations or agencies must be approved in advance by the Vice President, Instruction and the Vice President, Finance & Administration.