

POLICIES AND PROCEDURES

Subject: Tuition & Fees: Non-Credit Courses Reference: D-XI-e

Source: Board of Trustees Eff. Date: April 19, 2011

Approval Auth.: Board of Trustees Approved: _____

Remarks: Replaces previous policy dated February 21, 2011.

Date: April 19, 2011

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

FEES

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	100%
*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 seventh CALENDAR day	0%

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

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.

CERTIFICATE OF RESOLUTION

It is resolved that McLennan Community College will participate in the Pilot Project: Reduced Tuition for Certain Courses as established by the Texas Higher Education Coordinating Board to measure the impact of reducing tuition for courses that are offered at times of low enrollment demand in order to promote greater access to higher education and more efficient use of facilities and resources.

Be it therefore resolved that the college will charge tuition for a course or courses at a rate of 50% reduction in tuition and 50% reduction in the required minimum tuition for those courses and those times identified by the administration as periods of low enrollment demand. Fees will not be reduced. The reduced tuition rate is reasonably necessary to enable McLennan Community College to make efficient use of its facilities or faculty.

Be it resolved that the eligible courses will be all state-funded courses (credit, non-credit, distance education with some facility usage, etc.) as identified by the administration to be held in periods of low enrollment demand.

Be it resolved that eligible courses will be any courses beginning after the official reporting date for Fall, 2001 and those ending no later than Summer 2003, unless the project timeline is extended.

Be it resolved that this resolution become part of the following two Board policies: Tuition and Fees: College Credit Courses, D-XI-b and Tuition and Fees: Non-credit Courses, D-XI-e.

I hereby certify that the above resolution is a true and correct copy of a resolution adopted by the Board of Trustees at its meeting on October 30, 2001.

Bob Sheehy, Jr., Chairman
McLennan Community College
Board of Trustees

Date

Attest:

Fay Gutierrez, Assistant Secretary
McLennan Community College
Board of Trustees

Date