

POLICIES AND PROCEDURES

Guidelines for Implementation of Board
Policy on Fees and Tuition Set Aside to
Subject: Support Bonds Reference: D-XIII
Source: President Eff. Date: August 27, 2003
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated February 27, 1997.

Date: August 27, 2003

The following guidelines constitute the "rules and regulations" the President is directed by the Board of Trustees to prescribe for implementation purposes. Each section corresponds to a similar section in the Board policy and should be used (instead of the Board policy) for implementation.

Tuition Set Aside (Pledge)

For each student who registers during a given long session semester, the College is required to deposit \$15.00 of the tuition collected in a special account for debt service purposes. For each six-week or nine-week summer term, a deposit of \$7.50 per student is required. If the tuition collected amounts to less than \$15.00, (\$7.50 for summer term) the entire amount is to be deposited in the special account. On the other hand, a maximum of \$15.00 (\$7.50 for summer term) is to be deposited for each student each semester, regardless of how much tuition he/she pays or how many times he/she registers, or whether his/her registration (or registrations) is for college credit courses or noncredit courses. I.e., once the required amount is deposited for a particular student for a given semester or summer term, no further deposit will be required, regardless of the number and kind (college credit or non-credit) of additional registrations by that student in the same semester or summer term.

Facilities Fee

A facilities fee shall be charged in the amount of \$6.00 for each semester hour of college work (or equivalent) during each of the long and summer terms.

For all non-credit, clock-hour courses, any portion of which is taught on the MCC campus, the Facilities Fee described in the General Catalog applies. This fee shall be charged on a clock-hour basis as follows:

<u>No. Clock Hours</u> (inclusive)	<u>Facilities Fee</u>
18 or below	\$ 1.00
19-27	1.50
28-36	2.00
37-45	2.50
46-54	3.00
55-63	3.50
64-72	4.00
73-81	4.50
82-90	5.00

(It is assumed that 18 clock-hours are the equivalent of one semester hour.)

For courses of more than 90 clock-hours duration, the Facilities Fee shall be assessed on the same basis used in establishing the above rate table; i.e., \$.50 additional for each 1-9 hours above 90.

The Facilities Fee shall be assessed strictly on the basis of the individual course, not on the total clock-hours for which a student may be registered concurrently in two or more courses.

The Facilities Fee shall not apply to special on-campus meetings not related to an organized course, nor the meetings that are merely incidental to an organized course.

Special policies regarding the rental of campus facilities shall exist and be administered separately from policies related to the Facilities Fee.

General

When a question exists concerning the applicability of fees and/or set aside prescribed herein, the Vice President, Finance & Administration will be responsible for resolving the question.