



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Tuitions & Fees: Non-Credit Courses	FD – I - c	2	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Tuition and Fees	FD	8/26/2025

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 nonresident 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.