3.4.1 STUDENT FEES FOR SELF-SUPPORTING CLASSES

Last Revised: January 2011

Policy Statement: Piedmont Community College may sponsor self-supporting classes, deposit income (if any) to a local account, and pay all expenses from said local account. Each student is required to pay a pro rata share of the cost of a self-supporting class. The funds from this reserve will be used for replacement and addition of equipment and other costs that provide direct benefit to the students.

Purpose/Definitions: This policy outlines the procedure for receiving and using student fees received from self-supporting classes and the governance of the use of such funds.

Approval Authority/Monitoring Authority: The Piedmont Community College Board of Trustees has approval authority for this policy. The Board will review this policy for compliance at least once every three (3) years.

Procedure: The North Carolina Administrative Code (23 NCAC 2D.0203(b)) addresses self-supported classes as follows:

“A college may sponsor self-supporting classes, (see 23 NCAC 2E.0101), deposit income (if any) to a local account, and pay all expenses from such local account. Each student is required to pay a pro-rata share of the cost of a self-supporting class. Since the pro-rata share assumed is not considered a registration fee, no individual or group is exempt under G.S. 115D-5(b) from paying a proportional share of the identified cost of the class.”

In compliance with the above section of the North Carolina Administrative Code, the Board of Trustees of Piedmont Community College adopts the following guidelines for its self-supporting classes:

Self-supporting class fees will be established to cover the direct costs of classes, with a maximum 30% overhead expense added to cover indirect costs.

Direct costs shall include the following expenses:
1. instructor’s salary, including FICA, travel, course development costs, etc.;
2. instructional supplies and materials;
3. rental of building and other directly assignable costs;
4. advertising, e.g., printing costs associated with a brochure, postage, mailing, etc.;
5. equipment associated with the instruction for a self-supporting class;
6. refreshments; and
7. other costs necessary for and directly assignable to a class, or costs that are directly assignable to self-supporting classes (including administrative and clerical costs if verified as directly assignable).

Indirect costs are those costs intended for activities supporting the offering of classes but which cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program.
Legal Citation: 23 NCAC 2D.0203(b), 23 NCAC 2E.0101

History: Effective April 2000; reviewed July 2008, September 2010