6.5.4 Self-Supporting Class Registration Fees – Continuing Education

**Last Revised:** July 2012

**Policy:** Piedmont Community College (PCC) provides opportunities for students to pursue learning experiences year-round through self-supporting classes.

**Purpose/Definitions:** PCC will offer any vocational and occupational extension course on a self-supporting basis. A self-supporting course is one where the student pays a pro-rated share of the cost of conducting a course.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority for this policy.

**Procedures:**
Self-support course offerings must follow the same program guidelines and accounting procedures that govern budget FTE course offerings with regard to course set-up, student registrations, collection of fees, attendance, and Institutional Class Report (ICR) reporting.

Each student is required to pay a pro-rata share of the cost, including mark-up, of a self-supporting class along with any appropriate student fees.

Courses offered as self-support do not earn budget FTE.

**Self-Supporting Class Fees:**
Registration fees will be established to cover the direct and indirect costs of courses.

**Direct Costs:**
The following items are identified as direct costs:

a. Instructor(s) salary including FICA, travel, course development costs;
b. Instructional supplies and materials;
c. Rental of building;
d. Advertising, printing, postage, and mailing;
e. Equipment;
f. Refreshments; and
g. Administrative or clerical costs.

**Indirect Costs:**
For activities and services supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program. Examples of indirect costs include utilities, custodial and security services, coordination, administration, or clerical salary and fringe benefits.

**Use of Excess Funds:**
If self-supporting receipts (all categories: e.g., curriculum, community service) exceed expenditures for the fiscal year, the revenue is retained at the College and the following provisions apply:

a. Excess funds will be expended for student financial aid, scholarships, or program improvement.
b. All expenditures will directly benefit students.
c. Excess funds may be used to support instructional cost of courses that generate budget FTE.
d. Funds are to be transferred to the appropriate line item.
e. At the end of the fiscal year, any unexpended balances carry forward.

Funds derived from self-supporting classes will not be used for:
   a. Supplemental salaries of any personnel;
   b. Administrative support of the College, other than noted in allowable direct or indirect cost, and only for activities that directly benefit students, and College entertainment expense;
   c. Educational activities for non-college personnel or College personnel to enhance student success would not be entertainment; and
   d. Functions in which the primary purpose is fundraising would be entertainment.

Reserve:
The funds from this reserve will be used for replacement and additional equipment and other costs that provide direct benefit to the students.

The PCC Board of Trustees will review this policy at least once every three years. All expenditures must be consistent with the College’s mission, vision, and values.

**Legal Citation:** 23 SBCCC 2D.0203 (b), 23 SBCCC 02D.0203(d)(4), 23 SBCCC 2D.0325(e), 23 SBCCC 2D.0326(3), 23 SBCCC 2E.0101, 23 SBCCC 2E.0101(2)(c), 23 SBCCC 2E.0402(c)(3), G.S. 115D-5 (g), G.S. 115D-5 (h), and G.S. 115D-20 (4).

**History:** Effective July 2000; Revised October 2001, July 2002, July 2012