

3.4.1 Student Fees for Self-Supporting Classes

Last Revised: March 2024

Policy: Piedmont Community College (PCC) may sponsor self-supporting classes, deposit income (if any) to a local account, and pay all expenses from said local account.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures for receiving and using student fees received from self-supporting classes and the governance of the use of such funds.

Definitions

Direct costs—the costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course curriculum development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section. ([1E SBCCC 600.1](#))

Indirect costs—the costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section. ([1E SBCCC 600.1](#))

Pro-rata share—the minimum amount charged to each student shall approximate an equal share of the direct and indirect costs associated with providing self-supporting instruction. The minimum amount charged to the student shall be calculated based on the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section ([1E SBCC 600.3](#)).

Self-supporting—funding the direct and indirect costs of a course or set of courses through receipts collected from students or from a third-party on behalf of students enrolled in the course or set of courses ([1E SBCCC 600.1](#)).

Approval Authority/Monitoring Authority: The Piedmont Community College Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Authority to Charge Self-Supporting Fees

- 1.1. State Board of Community Colleges Code (SBCCC) [1E SBCCC 600.2](#) authorizes
 - 1.1.1. the College to offer curriculum and continuing education course sections on a self-supporting basis and charge self-supporting fees to students who enroll in self-supporting course sections
 - 1.1.2. the board of trustees to adopt a policy regulating self-supporting activities prior to a college offering self-supporting course sections, including
 - 1.1.2.1. the method the College must use to determine self-supporting fee rates, and
 - 1.1.2.2. the permissible uses of excess funds generated from self-supporting activities.

Section 2: Self-supporting Fee Rates

- 2.1. Self-supporting classes will not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational extension classes fall in this category.
- 2.2. Workforce Continuing Education instruction will not be offered in sheltered workshops and adult developmental activity program centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide workforce continuing education courses on a self-supporting basis as prescribed by [1G SBCCC 200.95](#).
- 2.3. The College may adopt different self-supporting fees for different courses and activities, subject to the limitations established by [1E SBCCC 600.3](#) and outlined in this section.
- 2.4. The College will determine self-supporting fees for curriculum courses using a Pro-rata Share Method. (See Exhibit 3.4.1 Screenshot of Self-Supporting Class Fee Pro-Rata Method)

- 2.4.1. The amount charged to each student shall approximate the pro-rata share of the direct and indirect costs associated with providing self-supporting instruction.
 - 2.4.2. Unless the College can demonstrate a need for a higher rate, the College may estimate indirect costs by applying its or a rate up to 25%, whichever is higher, to the direct costs of providing the self-supporting activity.
 - 2.4.3. The amount charged to the student shall be calculated based on either the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section.
 - 2.4.4. Each student must pay the self-supporting fee even if the sum of the curriculum tuition and self-supporting fees charged to the student for the academic term exceeds the maximum tuition rate set by the State Board and academic term.
- 2.5. The College will set self-supporting fees for continuing education course sections at a level at or below the local market rate for the type of continuing education instruction provided.

Section 3: Deposit and Use of Self-Supporting Fees

- 3.1. In accordance with [1E SBCCC 600.4](#), the College will deposit self-supporting fee receipts in an institutional unrestricted general ledger account.
 - 3.1.1. Any course section initially designated as self-supporting cannot be changed to a State-funded designation after the College collects any receipts for the course section.
- 3.2. Self-supporting fee receipts will be used to support the direct and indirect costs of the self-supporting course sections.
 - 3.2.1. The College will not use state funds for direct costs of self-supporting course sections.
 - 3.2.2. If a full-time faculty member teaches a self-supporting course section, the College will either
 - 3.2.2.1. pro-rate the faculty salary based on the time allocated between state-funded and self-supporting course sections in the faculty member's course load, or

- 3.2.2.2. reimburse State funds an amount equal to the number of instructional hours associated with the self-supporting course section multiplied by the instructor's hourly rate of pay.
- 3.3. If self-supporting receipts exceed expenditures for the fiscal year, the College will use excess receipts either in accordance with [1E SBCCC 700.7](#).

Legal Citation: [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-39](#), [1E SBCCC 600.1](#), [1E SBCCC 600.2](#), [1E SBCCC 600.3](#), [1E SBCCC 600.4](#), [1E SBCCC 700.7](#), [1G SBCCC 200.95](#)

History: Effective April 2000; reviewed July 2008, September 2010, November 2021, March 2024

Exhibit 3.4.1 Screenshot of Self-Supporting Class Fee Pro-Rata Method

(see the Vice President, Instruction/CAO or an instructional dean for a live copy of the spreadsheet)

	A	B	C	D
1				
2	Step 1: enter the estimated costs for the proposed self-supporting course (B5 - B14).			
3	Step 2: enter the number of students expected in the course (17B).			
4	Estimate Direct Costs for the Course			
5	Instructor/presenter Salary	\$	1,378.00	
6	Travel	\$	-	
7	Curriculum development	\$	-	
8	building rental	\$	-	
9	instructional supplies	\$	-	
10	insurance	\$	-	
11	advertising	\$	-	
12	printing	\$	-	
13	postage/mailing	\$	-	
14	refreshments/meal (must disclose ahead of time)	\$	-	
15	Total Direct Costs	\$	1,378.00	
16				
17	Number of Expected Students		10	
18				
19				
20	Indirect Costs (25%)	\$	344.50	
21	Total Cost for Course	\$	1,722.50	
22				
23				
24				
25	Self-supporting fee rate (minimum to be charged to students)	\$	172.25	
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				