

TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE

3.18

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Charges for Continuing Education, Work Force Development and Non-Credit Courses	
OFFICE OF RESPONSIBILITY:	Instructional Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: March 27, 2002

STATUS: Replaces Policy & Procedure 3.18 "Charges for Continuing Education, Work Force Development and Non-Credit Courses Instructional Services" revised 4/27/93.
Revised 12/1 1/00
Revised 03/27/02 for TSTC-Marshall

PRACTICE:

It is the practice of Texas State Technical College that Continuing Education, Work Force Development and Non-Credit courses shall be self-sustaining; therefore, charges will be assessed for Continuing Education, Work Force Development and Non-Credit courses sufficient to recover all direct and indirect costs associated with the services provided. Within policy guidelines established, a student contact hour fee and lab fee will be assessed to recover direct instructional costs and the fee shall be not less than \$2.00 per student contact hour.

PERTINENT INFORMATION:

Registration fees, fee rates, and other charges and deposits are approved by the Board of Regents in accordance with applicable law (Chapters 54 and 135) of the Texas Education Code.

PROCEDURES:

- A. The Cluster Director schedules registration for Continuing Education, Work Force Development and Non-Credit courses and ensures that all essential service functions involved, including Admissions, Business Office, and Security, are properly notified.
- C. All tuition charges made for Continuing Education, Work Force Development and Non-Credit courses are credited to a revolving account established on the TSTC Marshall College. All expenses incurred in providing the services are similarly charged to this account. The Cluster Directors administer these accounts.
- D. A periodic evaluation of Continuing Education, Work Force Development and Non-Credit tuition fees is made to determine if income derived is sufficient to assure Continuing Education, Work Force Development and Non-Credit services and functions remain self-sustaining. If it appears that fees collected are not sufficient to offset actual operating costs, the President adjusts the rate to assure Continuing Education, Work Force Development and Non-Credit services are self-supporting.
- E. Lab fees are deposited into departmental accounts to pay for consumables used by participants of the course.