TUITION CHARGES FOR NONCREDIT CONTINUING EDUCATION

I. PURPOSE

This regulation establishes the parameters for setting the College's tuition and fee charges for noncredit continuing-education courses and programs.

II. LEGAL REFERENCE AND BACKGROUND

A. Legal Reference

*Guidelines for Instructional Programs in Workforce Education (GIPWE)*, effective July 13, 2015 and revised July 28, 2016; issued by the Texas Higher Education Coordinating Board (THECB) [P.O. Box 12788, Austin, TX 78771-2788] and legal references therein; includes Texas Administrative Code, Title 19, Part I, Chapter 9, Subchapter F.

III. POLICY

A. The Board of Trustees shall approve tuition and fee schedules for continuing education courses and/or programs on a yearly basis.

B. The Board of Trustees shall approve any changes to the pricing formula for tuition and fee schedules as proposed by Continuing Education.

C. The Board of Trustees may delegate interim authority to the College President to approve tuition and fee changes throughout the year that are different from those in the published schedule of tuition and fees, but the Board of Trustees must ratify or approve, at least annually, all tuition and fees (GIPWE Chapter 3, Part G, Section 3).

D. The College may enter into contract training agreements, provided any courses awarding continuing education units (CEUs) meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines.

E. The College may enter into agreements with local high schools to provide non-credit continuing education instruction and certification, provided any courses awarding CEUs meet current state law and SACSCOC guidelines.

(POLICY APPROVAL: 4-19-95, rev. 10-29-97, Board of Trustees, 10-17-17, Board of Trustees)

V. PROCEDURES

A. To be competitive in the open marketplace, the Director of Continuing Education proposes the schedule of fees for programs and courses delivered as non-credit, within the provisions of College policy. Separate tuition schedules may be proposed for different categories of offerings, including career/technical training, Kids' College, credit mirror courses offered as CEUs, and special pricing for select courses for select courses.
B. Tuition and fee schedules are proposed by the Director of Continuing Education and vetted internally. Once approved internally the schedule(s) shall be approved by the Board of Trustees.

C. The tuition and fee schedule for Kids’ College courses will be set each year based upon cost of delivery, competitiveness in the marketplace, and other factors as determined and proposed by the Director of Continuing Education. Once approved internally the schedule(s) shall be approved by the Board of Trustees.

D. The tuition and fee schedule for career/technical training courses/programs which award CEUs and are submitted to the state for reimbursement will outline the following:

1. A tuition rate charged per contact hour.

2. Flat Fees to cover specific costs, including:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Technology Fee</td>
<td>any course in which students use computers and software provided by the</td>
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<tr>
<td></td>
<td>College, Continuing Education, or instructional partner</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>any course which utilizes a laboratory for hands-on instruction</td>
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<tr>
<td>Range Fee</td>
<td>any course which utilizes the firing range for hands-on instruction</td>
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<tr>
<td>Insurance Fee</td>
<td>any course which requires additional student insurance, fee is equal to cost</td>
</tr>
<tr>
<td>Book Fee</td>
<td>any course which provides books upon enrollment, fee is equal to cost</td>
</tr>
<tr>
<td>Exam Fee</td>
<td>any course which provides a proctored certification/licensure exam during</td>
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<td>class; fee is equal to cost of exam and delivery</td>
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</table>

3. Other Fees, which are course specific and cover the cost of consumables or specialty needs, must be approved by the Board of Trustees or interim authority as prescribed in policy.

4. For marketability the Director of Continuing Education may round the total price for any course/program to the nearest five, nine, or ten dollars.

E. The tuition and fees for credit courses offered as non-credit mirror courses will match the current tuition and fees for in-district coursework as set by the Board of Trustees, plus any approved fees specific to the course offered.

F. A Special Tuition Schedule will list all courses/programs with tuition and fees which fall outside the standard formula. All pricing will be approved once a year by the Board of Trustees and throughout the year by the approved interim authority. Special Tuition courses include:

1. Courses delivered in partnership with third-party instructional resource vendors.

2. Courses offered through accredited credit programs to provide CEUs, program certifications, to supplement existing training, or for other purposes; examples include Basic Peace Officer Training and TCOLE courses offered by the Police Academy.

3. Seminars, conferences, and other activities offered through Continuing Education, as part of a grant, or as part of a community partnership, such as professional development for daycare workers and Pathways for Adult Education & Literacy.

4. Avocational courses, also called community interest courses, are not eligible for state reimbursement. Pricing will be based upon cost of delivery, competitiveness in the marketplace, and other factors as determined by the Director of Continuing Education.

G. Customized corporate training and courses delivered via grants will be set according to individual project details and outcomes within the scope of those projects and will not require approval outside of the project scope, such as a contract or memorandum of agreement.
H. For each course/program schedule, the department will keep records specifying the direct and indirect costs involved with offering the course/program, approved tuition and fee schedule applied to the course/program, and minimum number of students required to break even.

I. With approval from the prescribed interim authority, Continuing Education may offer registration discounts to incentivize enrollment, such as for early registration, up-front registration of a series of related courses, etc.

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