

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Noncredit Tuition & Fees	Section E: Instruction	Page(s): 3
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: None	Policy: NA	
Subtitle: None	Date Adopted:	

Purpose

Per the Texas Higher Education Coordinating Board (THECB), WCJC Board of Trustees must at least annually ratify or approve any changes in noncredit (Continuing Education) tuition and fees.

Procedure

WCJC’s non-credit offerings are divided into the following six (6) categories. Each category contains pricing information specific to the category.

1. Vocational Courses

Also known as workforce training, Vocational Courses are those which the institution submits to the state for reimbursement. Typically, these courses are tied to an industry/career field and prepare students to enter the workforce or improve a skill that allows them to advance within their career field.

Pricing for Continuing Education (CE) Vocational Courses is determined at a rate per contact hour (see Table One: Contact Hour Range and Rate) and includes any associated fees (see Table Two: Fee Type & Range).

Table One: Contact Hour Range and Rate

Contact Hour Range	Rate per Contact Hour
1-99 contact hours	\$8.50 per contact hour
100-199 contact hours	\$7.50 per contact hour
200-359 contact hours	\$6.50 per contact hour

Note: CE does not provide any courses at or above 360 contact hours.

Table Two: Fee Type and Range

Type of Fee	Fee Range
Technology Fee (utilize computer lab)	\$60 per student
Lab Fee (utilize lab other than computer such as Medical or Welding labs)	\$40 per student
Student Insurance (for programs that require clinical instruction)	\$13 per student
Books (if included)	\$20-\$685 per student

For FY22, CE pricing for Vocational Courses ranges from \$85 to \$2500 based on the pricing system outlined above.

2. Avocational Courses

Also known as community interest courses, Avocational Courses do not qualify for state reimbursement; rather, these courses provide a service to members of the community. Examples of these types of courses include: CPR, Basic Computers, and Test Preparation. CE uses a Course Calculator (spreadsheet) to determine pricing for these courses based on cost of delivery and anticipated enrollment. For FY22, CE pricing for Avocational Courses ranges from \$20 to \$200.

3. Kids' College

Pricing for the 2022 Kids' College program is \$70 per student per class with the exception of three-hour Computer Workshops, which are priced at \$230 per student per workshop. Late pickup fees range from \$15 to \$50 per student based on the amount of time that has elapsed between the designated pickup time and the late pickup.

4. Mirrored Courses

Mirrored courses are designed for students who wish to attend a credit class yet do not seek a degree or certificate. These courses are taught by credit faculty and the CE student is co-enrolled with credit students. Therefore, the mirror course uses the credit course Administrative Master Syllabus and is equivalent to the credit course in length, rigor, content, learning outcomes, and assessment.

Pricing for mirrored courses follows the same tuition guidelines as credit courses. CE students registering in a mirrored course are charged in-district tuition, as well as any fees associated with that particular credit course.

5. Corporate Training and Grant Courses

Corporate Training and Grant courses are those requested by a specific business partner who needs training for their employees. Typically these classes are customized to meet the direct needs of the business partner. Sometimes these customized courses may be technical in nature and consist of both theory and hands-on instruction. These courses are priced individually and based on the amount of course customization, facilities utilized, supplies required for training, and the expected number of employees participating in the training. Pricing for these classes must be fluid to remain competitive in the marketplace and/or to fit within the parameters of a given grant project. Pricing for these courses will be specific to each grant as determined in the grant application and Memorandum of Understanding (MOU) between the college and the business partner requesting training.

6. Vendor Provided Training

The CE Department may, throughout the year, partner with a vendor to provide training to businesses, industry, or the community. Pricing will vary according to the specific training needs and will align with competitive costs for similar training within the College's service area. Specific costs for this type of training will be approved by the College President and be included in an MOU or contract between the college and the vendor.

Date Prepared: 8-26-21 (Tamara Sealy/Lac)

Revised Date: