

Administrative Regulation

AR 716-001

(Previously AR-5-89-0017)

SUBJECT: TUITION & FEES

Tuition is used as a means to transfer a portion of the costs of education to the user. Tuition revenue is intended to cover the student share of the instructional and facilities costs of normal classes taught in standard classrooms. Tuition rates are established by the Board of Education of Clackamas Community College for all classes offered by the College.

The **general student fee** provides the student's share of the cost for non-course related services available to the general college community, such as athletics, technology, student government, and co-curricular programs. General student fee rates are established by the Board of Education of Clackamas Community College.

Other fees are charged to transfer some of the direct costs of instruction and instructional support services to students rather than raising tuition for all. Fees are justified when the student receives an "extra value" not received in another class charging tuition, or when there are additional costs related to instruction for that class or activity.

Course fees cover the costs beyond tuition to ensure a relevant, up-to-date, and quality program.

Service fees are paid by the student or other users for services beyond the normal registration and payment process.

Special program fees are designed to recover costs of a workshop, class, or activity targeted to a specific market segment or special population or controlled by third party contract.

Course, service, and special programs fees will be budgeted in a separate fund by division and department. New course and service fees are reviewed and approved through the budget process. A summary recommendation on fees is presented to the Board of Education. The Board of Education approves all fee accounts as a part of the annual budget adoption process.

Conditions for Course and Service Fees:

- 1 Fee Structure
 - A Fees may be assessed to provide funding of Personnel Services to recover costs related to salaries and fringe benefits used for instructional delivery and support.
 - B Fees may be established to provide funding of Materials and Services for instructional delivery and support to recover operating expenses such as:
 - I Instructional materials consumed in the construction of a required class project or in a course.
 - II Repair, replacement and/or maintenance of equipment and adjunct supplies such as computers, software, and specialized tools and machinery.
 - III Rental of equipment, special materials or space.
 - IV Contracted Services related to instructional delivery and support.

C Fees may be established for Capital Outlay which can be used to purchase items such as equipment or furniture used for instructional delivery and support. Capital outlay expenditures will be itemized and submitted for President Council approval at the time that annual fee budgets are established, or when carry-forward funds are projected for capital outlay.

2 Fee Approval Process

A Requests for fees are generally submitted during the annual budgeting cycle.

B To establish a new fee or to change an established fee:

I Complete the Fee Approval Request form.

a State the amount of the unit fee, number of units expected.

b State justification. The essential element is justification.

c Designate budget categories for fees.

II Submit request to the appropriate Dean.

III Deans will take all new fee requests to Instructional Council and President's Council for review and approval.

IV President's Council will submit a summary recommendation on fees to the Board of Education. This recommendation will restrict the percent increase in course and service fees allowable without additional President Council or Board approval.

V Board of Education approves all fees as part of the annual budget adoption process.

3 Carry-forward of Fees

A Assumptions

I Carry-forward of fees is allowed as a planning tool and is used for materials & services, personnel, and capital outlay.

II Over-expenditures of departmental General Fund non-fee accounts are deducted from fee balances. Exceptions may be approved by the Dean of Instruction.

III Should over-expenditures of fee accounts occur, deficits are not carried forward but are written off against departmental General Fund non-fee accounts.

IV Fees lose their originating identity in the carry-forward year. A new fee title of **Prior Year Fee** represents the net amount of fees carried forward from the previous year(s).

B Budgeting

I Fees will be budgeted in a separate fund by division/department.

II Appropriations may be established for Personnel, Materials & Services, and Capital Outlay. Capital outlay items are itemized and subject to President Council approval.

C Timeline

I Budget originators will be notified of actual carry-forward amounts in October.

II Budget originators submit a budget to the Controller for the carry-forward amounts by October 20.

III The October financial reports will include the additional **Prior Year Fee** budget accounts.

Approved by President's Council June 1987

Reviewed and approved by President's Council 4/96, 2/98 and 8/06