

Clackamas Community College

Code: **DMA**
Adopted: 3/13/96
Readopted: 10/12/11
Orig. Code(s): 602; 716

Tuition and Fees

The Board shall establish tuition rates and fees ~~and set refund schedules for students withdrawing from~~ **for** the College. The President shall submit recommended rates and fees ~~and refund schedules~~ to meet the budget calendar.

The Board extends achievement, talent, incentive, employment and need-based tuition waivers to qualified students, community partners and staff (including retirees, retiree dependents and employee dependents) for classes ~~sponsored~~ **offered** by the College. Tuition waivers apply toward tuition only. The creation or elimination of any student tuition waiver program requires Board approval.

The general student fee and student technology fee provide the student's share of the cost for non-course-related services available to the general college community, such as athletics, student government, computer labs and instructional technology. General student fee and student technology fee rates are established by the Board.

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. Other fees are categorized as follows:

1. Course fees cover the costs beyond the normal classroom to ensure a competitive and quality program;
2. Service fees are paid by the student or other users for services beyond the normal registration and payment process;
3. 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.

New course fees are approved by the Board as part of the annual budget adoption. Service fees and special program fees are approved by the Vice President of College Services or the Vice President of Instruction and Student Services.

Course Fees

Fees may be used for costs related to instructional delivery and support, including personnel.

Course fee revenue and expenditures are accounted for by department. Fee balances by department carryover for use in subsequent fiscal years. If department's General Fund expenditures exceed budget at year end, excess expenditures will be reclassified to the department's Fee Fund, unless excepted by the

Vice President of Instruction and Student Services. If a department's Fee Fund balance is a deficit, expenditures will be reclassified to the General Fund.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(7\), \(8\)](#)

[OAR 589-002-0200](#)