

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 413: Self-Supporting Fees

It is the policy of the Board of Trustees to adhere to North Carolina law which requires each local Board of Trustees to establish a policy regarding self-supporting fees defining the amount of mark-up a college may charge for a self-supporting class and how surplus funds derived from these classes may be used. Annually the Board of Trustees will establish a self-supporting fee based on the following criteria:

1. Each student shall pay a pro rata share of the cost of a self-supporting class. Since the cost for a self-supporting class is not considered a registration fee, the pro rata cost for any individual or group is not waived under G.S. 115D-5(b) or G.S. 115B-2. Fees will be based on direct costs, including:
* Instructional salary, including benefits, travel and course development costs;
* Instructional supplies and materials;
* Rental of facilities, necessary to conduct the class;
* Advertising, printing, postage and mailing;
* Equipment, purchase or rental, necessary to conduct the class; and
* Other costs as necessary including administrative and support costs if directly assignable to the self-supporting classes.
1. To cover indirect costs, a fifty percent (50%) mark-up will be applied to the total direct costs of the self-supporting class. Indirect costs include:
* Utilities;
* Custodial and security services;
* Coordination, administration, or support salaries and fringe benefits; and
* Costs for activities supporting the offering of classes that cannot be directly and exclusively assigned to a self-supporting class.
1. Refunds

The College shall refund registration fees in accordance with policies established by the North Carolina Community College System for State-supported classes.

1. Proceeds

Unless approved by the Vice President of Finance and Business/CFO, transfers and allowable expenses will not reduce the cash balance below twenty percent (20%) of book value at the time of the transfer or expense. Prior to expending available cash, a transfer for indirect costs will be made.

Annually, up to twenty five percent (25%) of total receipts will be transferred to the College’s county funds for indirect costs supported by county appropriations. The transfer amount will be adjusted for indirect costs charged in the self-supporting fund.

The Executive Leadership Team will determine how surplus self-supporting funds will be distributed for expenditures. All expenditures shall directly benefit students. Surplus funds shall be expended for:

* Student financial aid,
* Scholarships, and/or
* Program improvement.
1. Funds derived from self-supporting classes shall not be used for:
* Supplemental salaries of any personnel;
* Administrative support of the college, other than noted above, and only for activities that directly benefit students; and
* College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fund raising would be entertainment.)

## Scope

Applies to all curriculum and continuing education students.

## Definitions

Direct Costs: Those costs directly assignable to a class.

Indirect costs: The costs for activities supporting the classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting programs.

Self-Supporting: A class that is not state-FTE supported.

## References

GS 115D-5 and 115D-39

23 NCAC 02D.0203(b)

Reviewed by the Executive Leadership Team, January 19, 2011

Reviewed by the Board of Trustees Executive Committee, January 20, 2011

## Policy Owner

Vice President for Business and Finance/CFO, Ext. 7900

See Self-Supporting Fees Procedure

Approved by the Board of Trustees on February 7, 2011.