

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: STUDENT TUITION AND FEES

**POLICY
REFERENCE NUMBER:** 7-2-101

**DIVISION OF
RESPONSIBILITY:** FINANCE

DATE OF LAST REVISION: September 28, 2010

Vice President for Finance

Executive Director

- I. A. There shall be a minimum and maximum total tuition per credit hour as established in Policy 7-2-101 for application to current educational and general expenses. Total Tuition is the sum of Instructional Fee, Plant Fee, Capital Fee, and Technology Fee.
- B. A total tuition per credit hour established within the range set by Policy 7-2-101 shall be assessed for all approved credit academic programs. Different tuition rates within the established range may be set for different courses and/or programs as appropriate for an individual college. Individual colleges have flexibility within the range to establish differential rates. Individual colleges have flexibility to apply per credit hour rates as appropriate for an individual college.
- C. Textbooks, practice sets, personal consumable supplies, tools and other educational supplies are separate items to be acquired by the students and are not a part of the student tuition and fee structure.
- D. An Area Commission may approve fees for academic program costs. Justification for fees is to be documented and auditable records retained to ensure fees are not excessive and are utilized for the purpose collected. Approved fees must be

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reported to the State Board staff and disclosed to enrolling students in advance of implementation. .

- E. The fee for part-time students enrolled in credit academic programs shall be according to the individual college's per credit hour rate not to exceed the established maximum..
- II. A. A County Differential Fee may be charged in addition to total fees assessed on a student whose statutory residence is not in the county tax base of the college's designated service area. The County Differential Fee shall be proportionate to the student contribution derived from the county (ies) providing sufficient funding to support the local obligation for Plant Maintenance, Operations, and Capital needs of the college.

The County Differential Fee may also be assessed to in-service-area students originating from counties that do not provide sufficient funding to support the local obligation for Plant Maintenance, Operations, and Capital needs. A County Differential Fee may be assessed over and above the college's Tuition charge sufficient to offset any anticipated deficit attributed to an in-service-area county's failure to maintain allocations, or equivalent State allocation in the case of Technical College of the Lowcountry and Denmark Technical College, for Plant Operations, Maintenance, and Capital costs as defined in the Technical College System Mission Resource Requirement.

It is the responsibility of the Area Commission to ensure that any County Differential Fee conforms to limits set by this procedure. The portion of County Differential Fee attributed to out-of-service-area assessment may be waived for programs that are certified by the State Board as statewide or regional programs.

- B. Out-of-state fees charged must recapture one hundred percent of the total education and general cost for out-of-state undergraduate students, in order to conform to state law.
- III. The State Board staff shall calculate the maximum total Other Required Fees which are charged to all students considering the most recent available Higher Price Index (HEPI). In the event of state budget reductions, State Board staff shall calculate the revised maximum as soon as practical. **Other Required Fees are fees that are charged to all**

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students and are above total tuition. Other Required Fees may include but are not limited to the following:

- Student Activity Fee: Fees charged to all students to defray the costs of student activities.
- Registration Fee: Fees charged to all students each semester in order to register for classes.
- Enrollment Fee: Fees charged to all students each semester in order to enroll for classes.
- Parking Fee: Fees charged to all students each semester in order to park a vehicle on campus.
- Other Fees may include: Athletics, Student Services, Insurance.

IV. Credit Program Fees for Distance Learning within the South Carolina Technical College System

In distance learning situations which require students to be enrolled in two colleges, the total student tuition from per credit rates may be more than full tuition at either institution. In such cases, tuition per credit hour paid to each college should be in accordance with the agreement between the two colleges. The per credit course fee should not exceed the higher fee of either institution.

V. The Instructional Fee for Continuing Education courses (non-credit) should be an amount sufficient to cover appropriate institutional costs.

VI. Charges for Community Interest Programs shall be sufficient to cover the cost of operating the course plus a pro rata overhead charge.

VII. Fees shall be accounted for in separate revenue accounts to facilitate evaluation and matching the purpose for which the fee was collected.

VIII. Tuition and fees should be published.

IX. The college is required to file the Tuition and Fee Summary (Appendix 1) with the State Board Division of Finance within 30 days of any action which modifies student tuition and fees.

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APPENDIX 1

**(Sample of Tuition and Fee Summary –
Electronic Form may be found on Division of Finance Web Portal)**

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Appendix 2

Guidelines for Charging Tuition for Dual Enrollment Courses or Other Contract Courses

Technical colleges must bill and record tuition revenue for dual enrollment courses or other contract courses at the approved rate for credit courses as established by the Student Fee Policy. Contractual agreements may specify that another party will provide tangibles, such as instruction or use of classroom facilities. In order to offset the billing for tuition for these expenses borne by another party to the contract, the technical college must calculate the value received, retain documentation of the calculation, and record an expense for the value received. In addition, the valuation must be reasonable and must not exceed the following limits:

Instructor's Salary and Fringe Benefits:

The value of an instructor's salary provided by another party must be calculated at an hourly rate not to exceed the equivalent value of the service area approved part-time faculty compensation rate schedule (Policy #8-2-105) for the applicable course. The value of fringe benefits applicable to part-time employees may be added to the salary expense.

Rent Expense:

A college may not grant an allowance nor pay rent for the use of facilities for Dual Enrollment courses offered at a public funded entity.

Inter Service Area Classes/Programs:

When offering classes in another South Carolina technical college's service area in conformity with an Inter Service Area Agreement, the amount of tuition charged by the provider college must be equal or greater than the charge per credit hour of the college responsible for the service area. A provider college may not grant fee waivers outside of the provider college's service area.