

### 6.5.4.1 Self-Supporting Class Registration Fees

**Last Revised:** May 2022

**Policy:** Piedmont Community College (PCC) provides opportunities for students to pursue year-round learning experiences by offering self-supporting classes as needed.

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#### **Purpose/Definitions:**

##### **Purpose**

PCC will offer curriculum, vocational, and occupational extension classes on a self-supporting basis as needed.

##### **Definitions**

**Direct costs**—the costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course curriculum development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section ([1E SBCCC 600.1](#)).

**Indirect costs**—the costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section ([1E SBCCC 600.1](#)).

**Self-supporting**—funding the direct and indirect costs of a course or set of courses through receipts collected from students or from a third-party on behalf of students enrolled in the course or set of courses ([1E SBCCC 600.1](#)).

**Self-supporting class**—a class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction; Vice President, Student

Development; and Vice President, Administration Services/CFO have monitoring authority for this policy.

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**Procedure:**

Section 1: Fees and Other Costs

- 1.1. In accordance with the definition of a self-supporting class, the student pays a pro-rated share of the cost of conducting the class.
  - 1.1.1. Each student is required to pay a pro-rated registration fee for a self-supporting class along with any other appropriate fees.
    - 1.1.1.1. Registration fees will be established to cover the direct and indirect costs of courses.
- 1.2. Self-support course offerings must follow the same program guidelines and accounting procedures that govern budget Full-time Equivalent (FTE) course offerings with regard to course set-up, student registrations, collection of fees, attendance, and Institutional Class Report (ICR) reporting.

Section 2: Use of Funds

- 2.1. See PCC Policy 3.4.1 Student Fees for Self-Supporting Classes.
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**Legal Citation:** [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-39](#), [1E SBCCC 600.1](#), [1E SBCCC 600.2](#), [1E SBCCC 600.3](#), [1E SBCCC 600.4](#), [1E SBCCC 700.7](#)

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**History:** Effective February 2012; Revised May 2021—Cross-references PCC Policy 3.4.1 Student Fees for Self-Supporting Classes, May 2022—updated definitions