



TUITION CHARGES FOR NONCREDIT CONTINUING EDUCATION

I. PURPOSE

This regulation ~~E~~establishes the parameters for ~~setting~~ the ~~e~~College's tuition and fee charges for noncredit ~~programs~~ continuing-education courses and ~~programs~~.

II. LEGAL REFERENCE AND BACKGROUND

A. Legal Reference

~~Guidelines for Instructional Programs in Workforce Education (GIPWE), effective July 13, 2015 and revised July 28, 2016; issued by the Texas Higher Education Coordinating Board (THECB) [P.O. Box 12788, Austin, TX 78771-2788] and legal references therein; includes Texas Administrative Code, Title 19, Part I, Chapter 9, Subchapter F.~~

~~Adult Vocational Guidelines and Common Course Manual (referred to as AVG/CCM), effective March 1, 1994; issued by the Texas Higher Education Coordinating Board (THECB) [P.O. Box 12788, Austin, TX 78711] and legal references therein; Rules and Regulations of the Texas Higher Education Coordinating Board, 1994.~~

~~Specifically, the college complies with AVG/CCM, Part I, sections D.5 and D.6, with respect to setting tuition and fees for continuing-education offerings.~~

B. Background

~~September 18, 1991, marks the last time the WCJC Board of Trustees approved tuition and fees, as follows: \$2 per contact hour for courses between one and 49 hours in length offered within the district; \$3 per contact hour for courses between one and 49 hours in length outside the district; and \$1.50 per contact hour for courses greater than 50 hours, regardless of location.~~

~~Regulations require that the Board of Trustees "at least annually ratify or approve any changes in tuition and fees" (AVG/CCM, Part I, section D.6).~~

~~The following regulation is proposed since (1) the pricing structure for noncredit continuing education has remained unchanged for over five years while the market for such offerings has been continually evolving and (2) a set charge per contact hour does not allow latitude in adapting to market conditions and does not take into account the nature and content of a particular course, the audience for which it is intended, differences in direct and indirect costs from course to course, and other factors that should be part of pricing a course or program and encouraging entrepreneurship in meeting community needs for noncredit education and training.~~

III. DEFINITIONS

~~Terms relating to noncredit continuing education are used herein as defined by the THECB in the AVG/CCM, Part I, section B.~~

IV. III POLICY

~~A. The college shall have a schedule of tuition and fees for noncredit, continuing education, vocational courses that are submitted to the state for reimbursement.~~

~~1. This schedule shall specify the minimum charge and maximum charge per contact hour; and it shall indicate any variances in charges for short courses/programs between~~

~~one and 49 contact hours in length, longer courses/programs between 50 and 359 contact hours in length, and courses/programs of 360 contact hours or more. It shall also specify any noncredit block programs for which tuition and charges have been determined on a basis not in conformity with the standard schedule.~~

- ~~2. Tuition may vary among courses; between sections of the same course conducted in different reporting periods; between credit and other vocational students enrolled concurrently in the same course; between Texas and non-Texas residents; and among special populations such as handicapped, disadvantaged, and senior citizens (AVG/CCM, I.D.6.a).~~
 - ~~3. Tuition may not vary for in-district and out-of-district residents, among different locations for the same course, and among sections of the same course conducted in the same reporting period (AVG/CCM, I.D.6.b).~~
 - ~~4. Fees may vary among courses; between sections of the same course conducted in different reporting periods; between credit and other vocational students enrolled concurrently in the same course; among special populations such as handicapped, disadvantaged, and senior citizens; between in-district and out-of-district residents; and in-district and out-of-district sections of the same course to recoup varying expenses such as travel, equipment, supplies, rental fees, utilities, and administrative costs (AVG/CCM, I.D.6.c).~~
 - ~~5. Except for laboratory fees, fees may not vary between sections of the same course within a given reporting quarter or on-campus and off-campus locations for the same course except as noted in the preceding paragraph for in-district and out-of-district expenses (AVG/CCM, I.D.6.d).~~
- A.B. ~~The Board of Trustees shall approve This schedule of tuition and fees schedules for continuing education courses and/or programs on a yearly basis. for state-reimbursed courses/programs shall be approved by the Board of Trustees. The schedule and any updates shall be attached to this regulation and shall indicate an effective date.~~
- B. The Board of Trustees shall approve any changes to the pricing formula for tuition and fee schedules as proposed by Continuing Education.
- C. The Board of Trustees may delegate interim authority to the College President ~~for establishing to approve tuition and fees changes throughout the year that are different from those in the published schedule of tuition and fees for state-reimbursed courses/programs~~, but the Board of Trustees must ratify or approve, at least annually, ~~any changes in all tuition and fees (AVG/CCM, I.D.6).~~ (GIPWE Chapter 3, Part G, Section 3).
- D. The College may enter into contract training agreements, provided any courses awarding continuing education units (CEUs) meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines. ~~The President of the College may authorize a special tuition and/or fee charge that is different from those in the published schedule of tuition and fees but must notify the Board of Trustees of any such exception at the next duly scheduled meeting of the Board.~~
- E. ~~The College may enter into agreements with local high schools to provide non-credit continuing education instruction and certification, provided any courses awarding CEUs meet current state law and SACSCOC guidelines.~~
- E. ~~No predetermined schedule of tuition and fees shall be established for courses/programs (such as contracted training, avocational courses, or courses of fewer than 10 contact hours in length) that is not intended to be submitted for state reimbursement.~~

~~F. A tuition charge of zero may be established for continuing education courses where all or a significant portion of the college's costs for equipment, instruction, facilities, or other expenses are provided for by a business, industry, or other local public or private client. Such instances require that the course or sequence of courses recover direct instructional costs, if any, through state formula funding available in the current or next base year.~~

(POLICY APPROVAL: 4-19-95, rev. 10-29-97, Board of ~~Trsutees~~ Trustees)

V. PROCEDURES

- A. To be competitive in the open marketplace, the ~~Director of e~~Continuing-~~e~~Education proposes the schedule of fees for programs and courses delivered as non-credit, ~~administrator, with the approval of the Vice President of Continuing Education and Community Services (VP/CECS), determines the exact tuition and fee charges for a course/program~~ within the provisions of the ~~above-stated~~ College policy. Separate tuition schedules may be proposed for different categories of offerings, including career/technical training, Kids' College, credit mirror courses offered as CEUs, and special pricing for select courses for select courses.
- A. Tuition and fee schedules are proposed by the Director of Continuing Education and vetted internally. Once approved internally the schedule(s) shall be approved by the Board of Trustees.
- B. The tuition and fee schedule for Kids' College courses will be set each year based upon cost of delivery, competitiveness in the marketplace, and other factors as determined and proposed by the Director of Continuing Education. Once approved internally the schedule(s) shall be approved by the Board of Trustees.
- C. The tuition and fee schedule for career/technical training courses/programs which award CEUs and are submitted to the state for reimbursement will outline the following:
1. A tuition rate charged per contact hour
 2. Flat Fees to cover specific costs, including:

Technology Fee	any course in which students use computers and software provided by the College, Continuing Education, or instructional partner
Laboratory Fee	any course which utilizes a laboratory for hands-on instruction
Range Fee	any course which utilizes the firing range for hands-on instruction
Insurance Fee	any course which requires additional student insurance, fee is equal to cost
Book Fee	any course which provides books upon enrollment, fee is equal to cost
Exam Fee	any course which provides a proctored certification/licensure exam during class; fee is equal to cost of exam and delivery
 3. Other Fees, which are course specific and cover the cost of consumables or specialty needs, must be approved by the Board of Trustees or interim authority as prescribed in policy
 4. For marketability the Direct of Continuing Education may round the total price for any course/program to the nearest five, nine, or ten dollars.
- D. The tuition and fees for credit courses offered as non-credit mirror courses will match the current tuition and fees for in-district coursework as set by the Board of Trustees, plus any approved fees specific to the course offered.
- E. A Special Tuition Schedule will list all courses/programs with tuition and fees which fall outside the standard formula. All pricing will be approved once a year by the Board of Trustees and throughout the year by the approved interim authority. Special Tuition courses include:
1. Courses delivered in partnership with third-party instructional resource vendors

2. Courses offered through accredited credit programs to provide CEUs, program certifications, to supplement existing training, or for other purposes; examples include Basic Peace Officer Training and TCOLE courses offered by the Police Academy.
 3. Seminars, conferences, and other activities offered through Continuing Education, as part of a grant, or as part of a community partnership, such as professional development for daycare workers and Pathways for Adult Education & Literacy
 4. Avocational courses, also called community interest courses, are not eligible for state reimbursement. Pricing will be based upon cost of delivery, competitiveness in the marketplace, and other factors as determined by the Director of Continuing Education.
- F. Customized corporate training and courses delivered via grants will be set according to individual project details and outcomes within in the scope of those projects and will not require approval outside of the project scope, such as a contract or memorandum of agreement.
- G. For each course/program schedule, the department will keep records specifying the direct and indirect costs involved with offering the course/program, approved tuition and fee schedule applied to the course/program, and minimum number of students required to break-even.
- H. With approval from the prescribed interim authority, Continuing Education may offer registration discounts to incentivize enrollment, such as for early registration, up-front registration of a series of related courses, etc.

\$1545 ————— Direct cost (instructional salary and fringes)
 \$772.50 Direct overhead (assuming a 50% rate for this example only)
\$2317.50 ————— Total direct cost + direct overhead
 \$903.83 Indirect overhead (assuming a 39% rate for this example only)
\$3221.33 ————— TOTAL COST OF PROGRAM

- D. ——— Thus, \$3221.33 is the amount of revenue this course must generate in order not to lose money. If the course is eligible for state reimbursement, the estimated amount of this reimbursement (which is referred to as "indirect income") is deducted from the total cost of the program to produce an **ADJUSTED COST OF PROGRAM**. The adjusted cost of program is the amount the course must generate in tuition and fees (or "direct income") to break even. The adjusted cost of program, therefore, tells the CE administrator how much to charge for the course.
- E. ——— In determining tuition and fee charges for state reimbursed courses/programs, the direct income generated by the course *plus* the indirect income may not exceed 100% of the total cost of the program.
- F. ——— In determining tuition and fee charges for courses not submitted for reimbursement by the state, no limit (other than what the market will bear) is placed on the amount of income that the course may generate.

JB/FRV/FRV
 4-19-95
 6-15-17 MC/Lac

Attachment: Regulation 426

Schedule of Tuition and Fee Charges for State-Reimbursed, Noncredit, Continuing Education Courses and Programs (effective date: September 1, 1995).

Length of Course	Tuition (per cont hour)		Fees
	MIN	MAX	
1-49 cont hrs	\$2	\$9	Determined by actual expenses (supplies, equipment, rental, insurance, etc.) necessary to conduct course
50-359 cont hrs	\$1.50	\$7	
360-599 cont hrs	\$1.50	\$6	
600 or more hrs	\$1.50	\$5	

Set Tuition Charges for Specific Block Programs

Program	Tuition			Fees		
	In-Dist	Out-Dist	Out-State	In-Dist	Out-Dist	Out-State
Cosmetology (12 months)	416	832	1664	376	568	984
Cosmetology Instr (750 hrs)	416	832	1664	376	568	984
Mod-Bus Procedures & Computer Ops (3 months)	104	208	416	104	152	256
Ind Maint Tech (12 months)	390	780	1560	474	654	1024
Refrig/AC Tech (12 months)	390	780	1560	474	654	1024
Nursing-Asst (180 hours)	270	270	270	20	20	20
Food Service Mgr	48	48	48	48	48	48

(16 hours)						
Resp Alcohol Serv (4 hours)	20	20	20	20	20	20
Basic-EMT (140 hours)	210	210	210	10	10	10
Intermediate EMT (223 hours)	334.50	334.50	334.50	10.50	10.50	10.50
Medication Aide (Nur asst + 3 mos)	195	195	195	20	20	20
Real Estate (180 hours: 6 courses at 30 hours each)	90x6= 540	90x6= 540	90x6= 540	5	5	5
Tech/Career Train (900+ hours)						
Exec-Secretarial	1424	1424	1424	100	100	100
Medical-Secretarial	1406	1406	1406	100	100	100
Legal-Secretarial	1420	1420	1420	100	100	100
Restaurant Mgmt	1418	1418	1418	100	100	100
Elect Equip Repair	1422	1422	1422	100	100	100
Human Res Mgmt	1386	1386	1386	100	100	100
Supervisory Mgt	1422	1422	1422	100	100	100
Financial Mgt	1428	1428	1428	100	100	100
Intntl Bus/Trade	932	932	932	100	100	100
Healthcare Aide	1410	1410	1410	100	100	100
Medical Assistant (all 9.5 months)	1430	1430	1430	100	100	100
Police Academy:- For credit (24 cr)- Noncredit (600 hr)	312 950	624 950	1248 950	455 170	590 170	590 170

Worksheet for Costing Noncredit Continuing Education Courses

Course/Program Identifier:

Minimum # of Students:
Dir Income (tuition/fees per stu or contract amt):
Indir Income (state reimbursement):

COSTS			
A DIR COSTS	B-DIR- OH	C- INDIR OH	D- TOTAL COST

EXPECTED INCOME			
E DIR INCOME	F INDIR INCOME	G TOTAL INCOME	

BALANCE			
G minus D (G should equal or exceed D)			

CHARGES
E is either a lump sum contract fee or it is divided by the <i>MINIMUM</i> number of students needed to run the course

Above terms and calculations are explained in College Regulation 426.



Wharton County

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Worksheet for

Junior College

Proposed

Training Agreement

Worksheet for Costing Noncredit Continuing Education Courses

COSTS			
A DIR COSTS	B-DIR- OH	C INDIR OH	D- TOTAL COST
EXPECTED INCOME			
E DIR INCOME	F INDIR INCOME	G TOTAL INCOME	
BALANCE			
G minus D (G should equal or exceed D)			
CHARGES			
E is either a lump sum contract fee or it is divided by the <i>MINIMUM</i> number of students needed to run the course			
PLANNED EXCESS REVENUE			
For courses not eligible or submitted for state reimbursement, the college may generate revenue in excess of expenses. In general, Cont'g Ed is expected to generate at least a 30% "profit."			

Comments or Explanation of Above Figures: