



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

**Date of Board Meeting:** April 18, 2023

**Subject:** National Student Clearinghouse Enrollment and Degree Verifications

**Recommendation:** Approve a \$10.00 Surcharge for Third-Party Enrollment and Degree Verification Requests through the National Student Clearinghouse.

**Background and Rationale:**

The National Student Clearinghouse charges third-party requestors to process enrollment and graduation verifications. Institutions are able to apply a surcharge for processing verifications. At present, WCJC does not charge third-party requestors to process enrollment or graduation verifications. Based on the number of enrollment and degree verifications that were processed in academic year 2022, the College would net approximately \$15,000 in revenue from adding this surcharge for third-party requestors.

**Cost and Budgetary Support:** \$15,000 additional revenue per year; no cost to the institution or to WCJC students.


**Strategic Priority Alignment:**  Student Success  Community Impact  
 Resource Optimization  Institutional Excellence

**Resource Person(s):** Amanda Allen, Vice President of Strategy, Enrollment Mgmt, and Technology

**Signatures:**

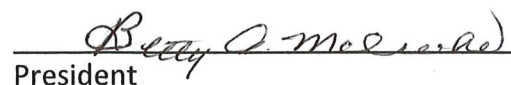
  
\_\_\_\_\_  
Originator

4.5.23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet-Level Supervisor

04/04/23  
\_\_\_\_\_  
Date

**President's Approval:**

  
\_\_\_\_\_  
President

4-6-23  
\_\_\_\_\_  
Date