

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES SELF-SUPPORTING CLASS	Policy 7.03.07
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I. Registration Fees

Registration fees for self-supporting courses will be set to cover the operating expenses involved in offering the program as well as funds in excess of operating expenses to provide for a reserve. Mark-up for each course will not exceed fifty percent of cost and will be determined based upon current market conditions.

II. Operating Expenses

1. Operating expenses may include the following direct costs:
2. Instructor(s) salary including benefits, travel, course development costs, etc.
3. Instructional supplies and materials.
4. Cost of facilities.
5. Advertising, printing, and postage costs.
6. Equipment associated with the instruction for a self-supporting class.
7. Refreshments.
8. Other costs necessary for and directly assignable to self-supporting classes (could include such indirect costs as administrative/clerical costs, utilities, custodial, and security).

III. Reserve

A reserve would be generated and maintained from income exceeding operating expenses. This reserve could be used for the following:

1. Costs associated with offering FTE earning and self-supporting classes.
2. Replacement and addition of equipment.
3. Program improvement.
4. Other costs that provide benefit to students.

Adopted: January 2014

Revised: April 22, 2014

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