SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES **OPTIONAL FEES**	Policy **7.01.02**

I. Authorization

Pursuant to 1E SBCC 200.1, the Board of Trustees adopts the following optional fees. The President shall annually report the optional fees to the State Board of Community Colleges' Business and Finance Division.

Career and College Promise Students shall be exempt from paying the Student Activity Fee and Computer Use and Technology Fee. Most Career and College Promise courses for high school students are fee exempt. Curriculum students at the Job Corps sites will not be assessed a Student Activity Fee. All other curriculum students shall pay all other applicable fees.

II. Optional Fees

A. Specific Fees

Specific fees may be charged to Extension Education students for some courses. These specific fees will be deposited in a local institution fund account and will be used for the purpose for which they were charged and collected, including certification fees, texts, tests, insurance, tools, etc. as well as other consumable items expended in the instructional process. Any specific fee over $500.00 must have specific approval by the Board of Trustees. The President will be authorized to approve all specific fees under $500.00.

B. Computer Use and Technology Fees

The Computer Use and Technology Fee receipts are to be used to support the procurement, operations and repair of computers and other instructional technology, including the supplies and materials that support the technology. The computers and other technologies acquired with this fee should be for instructional purposes and for the benefit of the students who paid the fee, not for administrative/staff purposes. The funds collected from this fee are to be retained and expended locally. As such, they are to be placed in a restricted Institutional Fund account. The amount that can be charged is $4 per credit hour or a maximum of $48 per semester for Curriculum classes and $5 for Occupational Continuing Education computer classes. Public Safety classes are specifically exempted from this fee.

C. Student Activity Fees

The Student Activity Fee receipts are to be used to support student activities. The funds collected from these fees are to be retained and expended locally. As such, they are to be placed in a restricted Institutional Fund account. The amount that can be charged is $2 $4 per credit hour or a maximum of $32 $48 per semester for Curriculum classes.

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A.   Other fees

The Other Fee receipts are to be used for costs associated with emergency management and safety at the College, primarily to support the Emergency Services/Safety Coordinator position, and any other general emergency needs the College may have. The funds collected from these fees are to be retained and expended locally. As such, they are to be placed in a restricted Institutional Fund account. The amount that can be charged is $4 per credit hour or a maximum of $64 per semester for Curriculum classes.

B.   Student and Curriculum Specific Fees

The student and curriculum specific fees are to be used for the purposes for which they are charged and collected, including consumable items expended in the instructional process. The funds collected from these fees are to be retained and spent locally and shall not be used to hire support positions or to purchase equipment. As such, they are to be placed in a restricted Institutional Fund account. The President shall be authorized to approve all student and curriculum specific fees.

Legal Reference: 1E SBCC 200.98

Cross Reference: 7.01.02.01 – Optional Fees Procedures

Adopted: October 2013

Revised: April 22, 2014
                        November 16, 2021
                        July 22, 2025

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