

**DATE:** August 21, 1998

**TO:** Chief Academic Officers  
Senior Continuing Education Administrators  
Chief Business Officers

**FROM:** Bill Cole, Director of Program Audit Services, NCCCS  
Larry Morgan, Director of Budgeting and Accounting, NCCCS  
Annette Dishner, State Aid Supervisor, NCCCS  
Peggy Graham, Associate Director of Continuing Education, NCCCS

**SUBJECT:** American Institute of Banking Collaborative Training

We are responding to several policy issues which have been raised concerning collaborative training efforts between community colleges and the American Institute of Banking - North Carolina (AIB-NC). As a result of discussions with AIB-NC, we have reached agreement on the following guidelines for community colleges offering AIB courses.

Curriculum Programs

- AIB courses can be offered in a community college curriculum Business Administration/Banking and Finance degree program as described in the AIB handbook materials under the BAF/AIB section (see Attachment A).

Continuing Education Courses

- A community college can offer continuing education AIB courses as regular occupational extension courses at the normal \$35 registration fee. Students are registered for these courses through the regular community college continuing education registration process.
- Students who wish to receive AIB credit for the continuing education AIB course can register with and submit the required fee directly to AIB-NC. Students taking the continuing education-AIB course who do not wish to receive AIB credit will pay only the normal \$35 registration fee.
- Course refunds are provided for under continuing education policies for continuing education courses. Note: Reference NCAC Title 23 2D.0203(d) for additional information in this regard.
- There are provisions for third party billing for continuing education courses. An agreement for third party billing must be in writing between the college and the other party prior to the first day of class. This information must be submitted by the student at registration.

CC-98-255

E-Mail/Paper Copy

- A community college can offer AIB courses as self-supporting.

If you have further questions or need clarification on these guidelines, please let us know.

#### Attachment

#### C: Presidents

Barry W. Russell, Executive Vice-President, NCCCS

Elizabeth L. Johns, Vice-President for Academic and Student Services, NCCCS

Kenon D. Briggs, Vice-President for Business and Finance, NCCCS

Charles B. Barham, Associate Vice-President for Continuing Education and Workforce  
Development Programs, NCCCS

Paul H. Stock, Executive Vice President & Counsel, North Carolina Bankers Association

Deane Overby, Executive Director, American Institute of Banking, NC Affiliate

## ATTACHMENT A

### *Reprinted from:*

*American Institute of Banking-North Carolina*

*North Carolina Community College*

*1998 Handbook*

### **BAF/AIB** (Curriculum Program)

This program only involves those community colleges which offer the Business Administration/Banking and Finance degree program. The curriculum is developed by the college within the guidelines established by the North Carolina Community College Administration. This concentration utilizes several AIB designed courses such as Principles of Banking, Bank Lending Fundamentals, Law and Banking Principles and Money and Banking. Students are primarily recruited by the college and may be bank employees or students interested in a banking career. Students are registered by the college through normal registration procedures. At their option, students taking this curriculum may also register with AIB-NC to receive AIB credit. Students pay a small recording keeping fee to AIB for this service. Classes are held within the normal class structure of the college. The college provides the instructors and classroom space. Colleges may request assistance in recruiting instructors for these courses by contacting AIB-NC.

Colleges who offer the BAF concentration MUST execute a Letter of Understanding with AIB-NC to be authorized to use AIB courses and to purchase textbooks through AIB-NC.