

July 30, 1999

MEMORANDUM

TO: Presidents
Business Officers
Senior Continuing Education Administrators
Registrars
Financial Aid Officers

FROM: Kennon D. Briggs
Vice President for Business
and Finance

SUBJECT: Continuing Education: Questions and Answers

Enclosed for your review are questions and answers regarding continuing education fees that were developed after the July 29 teleconference.

If you have any questions, please contact Dr. Barry Russell at 919/733-7051, Extension 711.

/jmh

Enclosure

CC99-212
E-Mail and
Paper Copy

Q & A ABOUT CONTINUING EDUCATION FEE INCREASES

Division of Business and Finance

Following the System Office Teleconference on Thursday July 29, 1999, there were a number of calls related to the timing and charging of Continuing Education registration fee increases. The questions raised by several callers were not sufficiently answered, and precipitated the need for further discussion and deliberation. The following lists some of the questions, and what we believe are appropriate answers:

1. What is the real/effective date of the registration fee increase?

The State Board adopted the new "sliding scale" fee structure to become effective on August 1, 1999. This means that IF a student walks into take a class on August 1, and HAS NOT paid the registration fee prior thereto, they will be charged the new fee based upon the length of course.

2. But, what if they preregistered, but did not pay the fee?

Again, IF the fee was not paid at the time of registration, THEN the person must pay the higher fee, based upon length of course. IF the person BOTH preregistered AND paid the fee, THEN they are charged the old rate (\$35), but both conditions must be met.

3. What about "multi-entry/multi-exit" classes? How do we charge those students?

The college must make a best effort to estimate the number of hours the student will take at the time of registration, and charge the fee accordingly. IF the student later takes fewer hours than paid for, the college must follow the refund policy for Continuing Education classes. This will be the toughest area to administer. A good-faith effort is required on the part of both the student and the college at the time of registration to anticipate the cost. It would be better to slightly overestimate the block, rather than to be in a situation of paying the fee multiple times.

4. What about arrangements with business and industry? How do we charge them?

IF there is a bona fide contract or written agreement to deliver classes at the \$35 rate, that document must be honored. A verbal agreement or some off-hand discussions will not suffice. IF an industry has pledged to pay for students at the old rate of \$35 for classes to be taken this fall, and the pledge is in the form of a negotiated instrument, THEN it should be honored.

5. Again, what about the timing of charges? Could you have students in the same class paying different rates? How will the State Auditor evaluate this?

We must recognize that this is a difficult situation. Because the State Board was mandated to develop a sliding scale, which it did on July 16, there had to be an effective date of implementation. The Board's thinking was to set a forward date for the charge, rather than put upon the colleges the difficult task of going back and collecting the difference between preregistrations at the old rate and the new charges based upon the sliding scale. This would have created chaos. Therefore, as noted in #2, IF they have not paid before August 1, THEN the charge is at the higher rate. Therefore, two students taking the same class could have paid different amounts. Remember that this is a one-year phenomenon only.

We all realize the challenge this presents for local college employees in levying and collecting the registration fee under the new sliding scale. You are to be applauded for your working through a difficult situation. You are aware that we also must manage this situation throughout this fiscal year, as it presents us with the potential of a receipt shortfall. Take note that your efforts are appreciated. If questions linger, please call us and we will work through them with you.