



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

June 18, 2010

URGENT
ATTENTION!

MEMORANDUM

TO: Chief Business Officers

**FROM: Jennifer Haygood, Vice President for Business and Finance and
Chief Financial Officer**

**SUBJECT: Procedures for Seeking Reimbursement for Instructional Contracts
with Local School Administrative Units**

On May 7, 2010, Kennon Briggs issued numbered memo CC10-018, which clarified restrictions on instructional contracts with local school administrative units. As explained in that memo, G.S. 115D-41 prohibits a college from generating budget FTE if it contracts with a local school administrative unit for a public high school teacher to teach a college level course. Instead, G.S. 115D-41 provides that the college shall be reimbursed for direct instructional costs contained in the contract plus 15% for administrative costs.

Please note that G.S. 115D-41 does not apply to situations where a college may contract directly with the public high school teacher to teach a college level course. Furthermore, colleges are not eligible to seek reimbursement for general education courses (excluding math, science, and technology), physical education, and college success skills offered to high school students through the dual enrollment and Huskins programs.

Colleges will receive reimbursement in the fiscal year following the fiscal year in which the contract was in force. For example, colleges will be reimbursed in FY 2010-11 for instructional contracts with LEAs in force in FY 2009-10. **To receive reimbursement, a college must submit the attached form and a copy of the instructional contract with the local school administrative unit to Tracy Williams Pender (pendert@nccommunitycolleges.edu) by the last working day of July.** Reimbursements will be paid to colleges once a year in the month of August unless circumstances delay the System Office's ability to process the reimbursements.

/jh

Attachment

pc: Presidents

CC10-021

E-Mail

**The Division of Business and Finance
 Reimbursement Request for Instructional Contracts
 with Local School Administrative Units
 FY 2009-10**

IMPORTANT: Please reference numbered memo CC10-018 for restrictions on instructional contracts with local school administrative units. Copies of the instructional contracts with the local school administrative units MUST accompany your request.

College Name: _____
 Contact Name: _____
 Contact Phone: _____

Instructor's Name (Last, First MI)	Name of Public High School	Six-digit LEA/HS Code	College Course Title	College Course Number	Direct Instructional Costs	Administrative costs		
1						\$ -		
2						\$ -		
3						\$ -		
4						\$ -		
5						\$ -		
Total:					\$	-	\$	-

Verification

I submit this calculation as a basis for reimbursement of direct instructional and administrative costs associated with contracts with local school administrative units for public high school teachers teaching college level courses at the above named institution for FY 2009-10 and certify its accuracy.

Signature: _____

Date: _____

Title: _____

Please return to Tracy Williams Pender via email (electronic signatures only) or fax at (919) 807-7167.