Ivy Tech Community College of Indiana

POLICY TITLE
Fees and Billing for Distance Education

POLICY NUMBER
2.2

PRIMARY RESPONSIBILITY
Bursar/Business Office

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/Revised May 2012/Effective May 2012; revised October 2017/effective immediately

PURPOSE
Ivy Tech Community College utilizes a fee model for reimbursing regions for offering courses and services to students who may be taking courses from campuses other than the student’s home campus. This outlines the various fee and billing policy and procedural issues which must be considered related to distance education.

ORGANIZATIONAL SCOPE OR AUDIENCE
Bursar/Business Office, Individuals building course schedules (for assessment of common fees)

DEFINITIONS
Home campus: The campus of record for a student’s transcripts, financial aid, and other support functions.

Originating campus: The campus(es) from which students take distance courses.

POLICY
Distance education courses at Ivy Tech Community College are assessed a fee over and above the tuition for the course. Students from outside of Indiana pay a differential tuition rate specific to distance education courses, rather than the traditional out of state student fee rate. The course design of a distance education course must be considered when determining whether or not to assess a consumable fee for a course.

PROCEDURE
Fees and Billing Procedures
The process for billing and receivables in regard to distance education students is no different than that used for students in the traditional classroom. Tuition revenue is received at the originating campus. The College Treasurer’s Office (or designee) produces a journal entry during the academic term which directs 20% of the tuition revenue to the student’s home campus.
Fees charged for distance education classes to out-of-state students are charged at the distance education out-of-state student fee rate. Out-of-state students who live in counties covered by reciprocity agreements with the College and who take distance education courses will pay in-state fees.

A determination must be made for the course as to whether or not to charge consumable fees. In the case where the distance education student will use the materials/services provided under the consumable fee, this fee should be charged to the student (e.g. all MPRO courses will have a consumable fee that will be charged to all online students since those students will utilize the content this fee is used to cover). However, if the student will not use the materials/services provided under the consumable fee, the fee should not be charged to the student (e.g. online lab science courses require the student to purchase a lab kit from the bookstore – in these cases the consumable fee for those courses which offsets the cost of materials used in a face to face lab would not be charged).

Students enrolled in distance education courses are charged an additional distance education fee. The current amount of this fee is included in the College’s fee structure. Allocation of the campus portion of the distance education fee (60%) is to the student’s home campus. This allocation is made as a part of the College’s annual budget process. Campuses must report annually on their use of the distance education fee. Regional use of this fee is to be allocated to direct support of distance education activities including tutoring, counseling, equipment, test proctoring, etc.

Allocation of the statewide support portion (40%) of the distance education fee is directed to the Center for Instructional Technology for statewide support and course development efforts.

Students who are taking classes at Ivy Tech under an Indiana College Network (ICN) agreement, but who have at some time been an Ivy Tech student and who owe past financial obligations to the College, should be permitted to enroll in courses under the ICN agreement. Student enrolled under an ICN agreement are considered contract students. If a student who owes past financial obligations to the College enrolls in a course, but a contract or third party has agreed to pay the tuition for the current semester, registering these students is appropriate.

REFERENCES
4.5 - Distance Education Course Scheduling [http://www.ivytech.edu/policies/distance-ed-course-scheduling.pdf](http://www.ivytech.edu/policies/distance-ed-course-scheduling.pdf)
Ivy Tech Consumable Fees Procedure

RESOURCE PERSON
Vice President, Academic Online Programs