POLICY TITLE
Pricing of Workforce Alignment Course Offerings

POLICY NUMBER
8.3

PRIMARY RESPONSIBILITY
Workforce Alignment Operations

CREATION / REVISION / EFFECTIVE DATES
Revised Fall 2011/Effective Fall 2011; revised October 2017/effective immediately

PURPOSE
The College must demonstrate a consistent college wide process in the pricing for services and educational/training events.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Alignment faculty, staff and students

DEFINITIONS

POLICY
The use of the College-approved, uniform-pricing methodology is required for those activities which fall into the definition of credit (non-contract) instruction. These activities are generally supported by supplemental state funding and do not allow the recovery of indirect costs. Those activities which are credit (contract) instruction or noncredit instruction must reflect the direct cost of doing business, plus indirect cost recovered as overhead. These uniform price Alignment methods are applicable to all Workforce Alignment and academic school projects falling into the definition of credit (contract) or noncredit.

PROCEDURE
Pricing Categories
1. Credit (non-contract) instruction
2. Credit (contract) instruction
3. Noncredit instruction

Operational Standards
1. Credit - (non-contract) Instruction
   Fee Assessment Required
   Student Fees - A State Trustee approved rate applicable at the time of enrollment
Fees Assessments Allowable - All assessed fees must be internally designated by the following categories and externally designated by these categories as a lump sum on third-party billing forms.

- Class Size Differential (for sponsor-requested and funded activities with a class size below 12): A charge will be allowed for an amount equal to student fees for the minimum class size of 12 students, minus the student fees for the actual students enrolled.
- Texts and instructional materials at approved bookstore markup rates.
- Training Site Accommodations: A fee will be allowed for rental of facilities that are not College-owned or long-term leased, at cost. A fee will be allowed for rental of equipment needed to deliver a course which is not College-owned, at cost.
- License, Professional Organization, and/or Agency Fees: A fee is allowable for third-party fees to cover College direct-cash cost in handling and submission of student-specific license or agency fees.

2. Credit (contract) Instruction
   Fee Assessments Allowable - Fees for instructional services rendered under this classification will be uniformly developed at all campuses of the College. Each campus will use the spreadsheet model referenced in this policy to develop pricing for projects which fall into this category of service.

3. Noncredit Instruction - Pricing for courses or services being offered to specific groups or the general public will be handled uniformly throughout the state. Each campus will use the spreadsheet model referenced in this policy to develop pricing for projects which fall into this category of service.

REFERENCES

RESOURCE PERSON
Executive Directors of Workforce Alignment