

Accounting Handbook

Continuing Education Fee

Continuing education fees are fees that are charged only for a course in which the Institution does not collect tuition or receives formula funding, including an extension course, correspondence course or other self-supporting course.

The authority to set fees for continuing education courses has been delegated to the President. Any department charging continuing education fees must provide the following to the office of the President:

At least one month prior to a course starting, the Director of the continuing education program will submit a list of courses and fees to be charged to the President or his designee for approval.

The Director will provide an annual report to the President showing each continuing education course, the fee charged and an overall financial summary of the operation of the continuing education department.