Effective Date: December 1, 2009
Supersedes: Procedure 7.6 dated July 15, 2006
Applies To: Colleges
Procedure Responsibility: Office of Budget and Financial Planning

Non-Mandatory Charges

Section 7.6.1 – Definition and Approval
Section 7.6.2 – GED Charge Revenue Distribution
Section 7.6.3 – Standardized Testing and Review
Section 7.6.4 – Student Progress Monitoring and Evaluation Charges

Section 7.6.1 – Definition and Approval

A. A non-mandatory charge is defined as a charge that is applied for a specific activity.

B. College staff must submit proposed charges and/or changes to the charges to the KCTCS Office of Budget and Financial Planning. For inclusion with future year budget considerations, proposed changes should be submitted at the beginning of the budget development process.

C. The KCTCS Board of Regents must approve all non-mandatory charges.

D. A list of all approved non-mandatory charges (Allowable Charges Schedule) will be published with the annual budget preparation guidelines.

Section 7.6.2 - GED Charge Revenue Distribution

A. When an individual is charged for the GED test, a fee must be paid by the local testing center to the Department for Adult Education and Literacy to defray scoring costs. A financial accounting (log) form to verify the number of sub-tests administered on a daily basis must be maintained and attached to the payment upon processing. The log may be obtained through the college business office or the Department for Adult Education and Literacy.

B. Colleges may track the testing fee in either of the two following ways:

1. Track the testing fee as two items on the Cashier's proof sheet.

2. Include the entire testing fee as one item on the cashier's proof sheet and determine the amount to be remitted to the Department for Adult Education and Literacy from the Financial Accounting Form or log.

3. All procedures regarding cash handling shall apply to testing fee collection.

C. During periods when the Department of Adult Education elects to offer GED testing at no charge to the participant, colleges will bill the Department of Adult Education for each participant.

Section 7.6.3 – Standardized Testing and Review

A. If it is necessary to implement standardized testing as a part of course/program curriculum, the standardized test must be listed in the course materials and the student must purchase course materials through the bookstore or other means available to the student for the purchase of course materials. No charge shall be assessed by the college to the student for standardized testing that is a part of the course/program curriculum.

B. If a program finds it necessary to implement program or course review that is not a part of the normal curriculum for which standard tuition is charged, the college shall not assess a charge to the student for such review.

Section 7.6.4 – Student Progress Monitoring and Evaluation Charges

A program may find it necessary to utilize software for student monitoring and evaluation in certain programs. No charges shall be passed through to the student related to these services.

END OF PROCEDURE