DENMARK TECHNICAL COLLEGE

STATEMENT OF POLICY

PROCEDURE NUMBER: 7-2-101.1

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TITLE: APPROVAL OF STUDENT FEES

POLICY REFERENCE NUMBER: 7-2-101

DIVISION OF RESPONSIBILITY: FINANCE AND INFORMATION RESOURCE MANAGEMENT

MARCH 12, 1997

DATE LAST REVISION

ASSOCIATE EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR

I. A. There shall be established a $150 per semester minimum Instructional Fee for application to current educational and general expenses.

B. The maximum Instructional Fee shall be $550 per semester, excluding late fees, penalty fees or fines, parking fees or other similar fees not directly related to class attendance. A separate Activity Fee may be assessed sufficient to defray the costs of student activities such as the publication of the student newspaper, yearbook, athletics, and Student Government Association, provided such activities are available within the institution.

An Instructional Fee established within the range of $150 to $550 shall be assessed for all approved Technical Education Programs. Except as provided by specific
reference within this procedure, no additional charges will be allowed over and above the maximum Instructional Fee.

C. Textbooks, practice sets, and personal consumable supplies are separate items to be acquired by the students and are not a part of the student fee structure. Requirements to purchase or rent tools of the trade necessary for coursework which, if purchased, become the property of the student are permissible.

D. The fee for part-time students enrolled in the Technical Education Program shall be 1/12 of the total fees charged full-time students (12 or more credits) rounded to the next whole dollar, multiplied by the total number of credits taken during any given term. The part-time rate per credit shall be applicable to the summer term(s); however, the maximum fee for the total of all summer credits carried shall not exceed the 12 credit hour charge.

E. An out-of-county fee of up to 100% may be charged in addition to total fees assessed an in-county student. The out-of-county fee shall be proportionate to the student contribution from the supporting county(ies).

F. An out-of-state fee of up to 450% shall be charged in addition to the total fees assessed an in-county student.

G. Out-of-county fees may be waived for programs that are certified by the State Board as statewide or regional programs.

II. The area commission shall assess a Plant Fee per semester over and above the Instructional Fee sufficient to offset any anticipated deficit between county allocations or equivalent State allocation, in the case of Technical College of the Lowcountry and Denmark Tech, and Plant Operations and Maintenance
costs as defined in the Tech Funding Formula. By July 15th each college requiring a Plant Fee shall submit for State Board approval for the fiscal year just begun a schedule reflecting the anticipated county revenue, the anticipated funding formula defined plant costs, the related plant funding deficiency, and the semester student fee required to defray the plant funding deficiency. Upon State Board approval, the Plant Fee may be assessed commencing with the term following approval.

III. The area commission may add to the maximum Instruction Fee a Capital Fee, provided the fee is approved by the State Board and capital improvement plans have met statutory and State Board approval requirements. The Capital Fee will be assessed only for a duration necessary to satisfy the funding of the approved capital purpose. Capital projects are intended to include repair and renovation of existing facilities, parking, pavement, landscaping, new construction, and procurement of equipment.

IV. To determine fees applicable to intercollege Distance Learning Credit Programming, the composite fee derived from I, II and III will be prorated between affected colleges as follows

A. Receiving colleges will pay $25 per credit hour to sending colleges when the receiving college retains tuition and FTE.

B. In cases where the sending college retains tuition and FTE, payment to the receiving college will be negotiated based on the services required by the sending college.

C. In distance learning situations which require students to be enrolled in two colleges, the total student tuition from per credit rates may be more than full tuition at either institution. In such cases, tuition per credit hour
paid to each college should be prorated according to the following formula:

<table>
<thead>
<tr>
<th>Lowest* Full Tuition</th>
<th>$ per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount (I, II &amp; III)</td>
<td>Paid to</td>
</tr>
<tr>
<td>Number of Credits</td>
<td>Each Institution</td>
</tr>
<tr>
<td>Carried by Affected</td>
<td></td>
</tr>
<tr>
<td>Student(s) at Both</td>
<td></td>
</tr>
<tr>
<td>Colleges</td>
<td></td>
</tr>
</tbody>
</table>

*Lowest is preferred, however, not to exceed highest.

V. The "minimum Instructional Fee" for the "Continuing Education Program shall be $.50 per contact hour plus a proportionate Plant Fee and Capital Fee if charged to Technical Education Program students in increments of 1/10 of a dollar. The maximum Instructional Fee for Continuing Education courses is an amount sufficient to cover the total cost of operating the course.

In lieu of an Instructional Fee for employees receiving non-credit instruction, a company, business, institution, or association may provide an instructor to the college by which act the college has no direct cost in delivering the instruction.

VI. Charges for Community Interest Programs shall be sufficient to cover the cost of operating the course plus a pro rata overhead charge.

VII. Each of the fees identified by Nos. I, II, III, IV, V, and VI shall be accounted for in separate revenue accounts to facilitate evaluation and matching the purpose for which the fee was collected.
VIII. All educational program media (ie: catalogues, brochures, promotional literature, advertisements - printed and electronic, etc.) Must clearly identify the total of college fees for the program(s) or the range of fees if the media does not contain specific program information.

IX. The college is required to file pages 6 and 7 of this procedure with the State Board Division of Finance and Information Resource Management each time an action modifies the composition of the fee.

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For Fee(s) to be Assessed Beginning _________ (Semester) _________ (Year):

I. Plant Fee

A. Anticipated Plant Expenditures for the Fiscal year Beginning July 1, _____ (as defined in Funding Formula) $__________

B. Anticipate County Appropriations $__________

C. Anticipated State Funds Plant Allocation
   (Technical College of the Lowcountry
   And Denmark Tech only) $__________

D. Total County and State Revenue (I.B + I.C) $__________

E. Anticipated Deficit (I.A - I.D) $__________

F. Requested Semester Plant Fee to be Charged Full-Time Students $__________

G. Anticipated Fiscal Year Yield of Plant Fee (I.G. must not Exceed I.E.)
   (Include All Students F/T and P/T) $__________

II. Capital Fee

A. Planned Capital Projects for Fiscal Year
   Beginning July 1, _____ Requiring Capital Fee Support $__________

B. Current Year Capital Fee Collections
   Require for Projects in Future Years $__________

C. Capital Fee Requirements for Bond Debt Service (Tuition) $__________

D. Total Capital Project Requirement
   (II.A + II.B + II.C) $__________

E. Requested Semester Capital Fee $__________

F. Anticipated Fiscal Year Yield of Capital Fee (I.F. must not Exceed II.D.)
   (Include All Students F/T and P/T) $__________

25f
III. Fee Recap

Semester Fee to be Charged in Service Area
Full-Time Students Beginning ________(Semester) ______(Year):

A. Instructional Fee (Maximum Program Fee) $__________
   Range of Instructional Fee:
      Lowest Program Fee $__________
      Highest Program Fee $__________

B. Plant Fee $__________

C. Capital Fee $__________

D. Activity Fee $__________

E. Total Fee $__________

DATE TOTAL FEE APPROVED BY AREA COMMISSION ________________

SIGNED ____________________________ ____________________________
                 Fiscal Officer                   Date

SIGNED ____________________________ ____________________________
                 President                      Date

SIGNED ____________________________ ____________________________
                 For the State Board            Date State Board Approved
                 (If applicable)