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WTCS Guidance on Student Fees FY 2021-22

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Overview

With the exception of program fees set by an outside authority and community service course tuition, all student fees are established under statutory authority. State statutes are silent on community service course tuition. Therefore, district boards have sole authority to establish community service course tuition rates. Authority to set activity fees, incidental fees, professional development seminar / workshop fees and juvenile alcohol and other drug abuse fees statutorily resides with the district boards. Also, the revenues resulting from sales through enterprise type operations such as bookstores and cafeterias are not student fees and are to be referred to as student charges rather than student fees. The \$30.00 uniform Application Fee is another example of a charge for a service (processing a student's application for admission to a program) rather than a statutorily authorized student fee.

The fees authorized by statute are:

- Associate of Arts/Associate of Science Program Fees
- Occupational Program Fees
- Additional Program Fees
- Fees Set by Outside Authorities
- Out-of-State Tuition
- Out-of-State s. 38.14(3) Contract Tuition
- Out-of-State Distance Education
- Material Fees
- Other Student Fees: Activity, Incidental, Parking

Each of these types of fees are defined and discussed in the following chapters, including system-wide fee rates.

Questions regarding student fees should be directed to:

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Associate of Arts/Associate of Science and Occupational Program Fees

State statutes specify that course enrollees are to be charged uniform program fees for Associate of Arts/Associate of Science and Occupational courses. The only exceptions to this requirement are statutorily exempted enrollees and enrollees in courses funded on a class-size basis with federal or state funds or offered under an ss. [38.14\(3\)](#), [38.14\(12\)](#) or [118.15](#), Wis. Stats., contract.

Annually, the WTCSB establishes program fee rates for the forthcoming year. These rates become effective with summer session course offerings. Refer to [WTCS Program and Material Fees](#).

Statutory Exemptions

- Vocational-Adult enrollees age 62 and over
- Adult High School
- Basic Education
- English Language Learners
- Graduate lacking entry level skills
- Graduate not employed in occupational field
- Previously incarcerated juveniles
- Course Audit Age 60 and Over
- Fire service 2%
- Children and spouses of ambulance drivers, correctional officers, fire fighters, emergency medical services technicians and law enforcement officers killed in the line of duty
- WI GI Bill
- TAPs Program

Program Fee Exemption for Individuals Age 60 or Older Auditing Courses

Section [38.24 \(4m\)](#), Wis. Stats., has been created to exempt from program fees individuals age 60 or older who are auditing courses. The exemption only applies to program fees. Students eligible for this exemption would still be required to pay material fees and all other applicable student fees. In addition, community service courses are specifically excluded from the exemption and Apprenticeship courses cannot be audited.

This exemption applies if all of the following conditions are met:

- The person indicates that he or she wants to audit the course rather than take it for credit.
- The person verifies that he or she is, or will be, 60 years of age or older on the date the course starts or on the first day the student is scheduled to attend the course, whichever is later.
- The person provides evidence that he or she is a Wisconsin resident, according to the provisions under Wisconsin Administrative Code section [TCS 10.03](#).
- There is space available in the course.
- The course instructor approves the auditing of the course by the student.
- The course is not a community service course or an Apprenticeship course.

The exemption does not supersede existing district policies with regard to course prerequisites and minimum class size. Districts may continue to use whatever established policies and procedures they have in place for determining the capacity of a class.

Enrollment priority. Districts may adopt a policy that gives enrollment priority to students who want to take a course for credit. Such a policy should identify a specific point in time prior to the course start date when students wanting to audit the course will be allowed to enroll. However, once a student is allowed to enroll in a course as an auditor, another student wanting to take the course for credit may not bump the auditing student from that course.

Waiting lists. Districts are not required to combine, on a single waiting list, students who want to take a course for credit with those who want to audit a course. District policy may establish separate waiting lists for credit seekers and for auditors. However, as noted in the next section, fee-exempt auditors may not be placed on a separate waiting list than that used for fee-paying auditors.

Consistent treatment of all auditors. Districts may not discriminate in their auditing policies and procedures between those who are fee-exempt (60 years of age or older) and those who are not fee-exempt (under age 60).

Demand for additional course sections. A district is not required to establish an additional course section to accommodate multiple exempt auditors who want to enroll in a course. However, if the district chooses to accommodate fee-paying auditors by offering additional sections, then it must also accommodate fee-exempt auditors.

Instructor approval. The statute requires instructor approval before an otherwise eligible student is allowed to audit a course without paying program fees. Districts should consider adopting a policy that sets forth the criteria for instructor approval. Appropriate standards would include the completion of prerequisite courses and any other requirements for enrolling in a particular course (for example, achieving a certain test score for math or reading, or the ability to lift a specific weight).

Ideally, each student who applies for the exemption should receive approval directly from the individual instructor. However, we recognize that such approval may be difficult to obtain - especially if the actual instructor has not yet been assigned to the course. In such cases, the decision could be delegated to someone else, such as the appropriate dean or another instructor in the instructional area.

Districts may also identify specific courses as not being appropriate for auditing and prohibit students from auditing them. Such decisions must apply to both fee-paying and exempt audits, separate lists may not be maintained. Districts choosing this option are to establish a process to designate courses as inappropriate for audit. This process should include instructor or faculty and departmental administration input. However, an appeals process must be provided for persons to seek and possibly obtain the permission of the actual instructor to audit such courses. Again, this appeal process must be available to all potential auditors regardless of their age or fee-paying status.

[Program and Material Fee Remissions for Children and Spouses of Ambulance Drivers, Correctional Officers, Fire Fighters, Emergency Medical Services Technicians, and Law Enforcement Officers Killed in the Line of Duty or Who Subsequently Dies as the Result of a Qualifying Disability](#)

Section [38.24\(5\)](#), Wis. Stats., has been created to remit Associate of Arts/Associate of Science and Occupational program and material fees for the program enrolled children and spouses of ambulance drivers, correctional officers, fire fighters, emergency medical services technicians, and law enforcement

officers who were killed in the line of duty in Wisconsin, were killed in the line of duty while acting in their official Wisconsin capacity outside of Wisconsin or who qualified for a duty disability benefit and died as the result of the qualifying disability. Qualifying duty disability benefit is defined in [s. 40.65\(4\)](#), under the Wisconsin Retirement System, the Employees' Retirement System of the city of Milwaukee or the Milwaukee County Employee's Retirement System. Also, [s. 891.45](#) and [455](#) create a presumption that the death of certain firefighters from specified heart or respiratory impairment or disease or specified types of cancer were the result of their employment. An appropriation has been created to fund these remissions.

For the purpose of these remissions, fire fighter includes individuals whose duties include firefighting or firefighting training and who are employed by the state, employed by a political subdivision of the state, or are members of a volunteer fire department. Law enforcement officer includes individuals who are employed by the state or a political subdivision of the state for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances that the person is employed to enforce ([s. 165.85\(2\)\(c\), Wis. Stats.](#)). This does not include jail officers, unless they also meet the definition of law enforcement officer.

NOTE: The remission authority for the University of Wisconsin System specifically includes conservation wardens who are not included in the technical college language. Conservation wardens who have arrest powers are included under law enforcement officers.

For a person to qualify for remission of program and material fees, the following criteria must be met:

- The individual must be the spouse or natural, adopted, or step child of an ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer. Individuals who had a legal guardian who was an ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer also qualify. Foster children are not eligible.
- Children of members of fire departments whose individual duties do not include firefighting or firefighting training are not eligible for remission. Law enforcement officers who do not meet the above definition are not eligible.
- The ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer must have been killed in the line of duty or died as the result of a qualifying disability.
- To qualify, a child must have been under the age of 21 or unborn at the time the ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer died. This age limit only applies to eligibility – there is no age limit applicable at the time of enrollment.
- There is no eligibility age limit for spouses.
- The individual must be a resident of the state of Wisconsin.
- The individual must be enrolled in a collegiate transfer, associate degree, or technical diploma program.

- If the individual is a continuing student, satisfactory progress must have been made in the most current prior period of enrollment for which program fees were remitted.

Program and material fees may be remitted up to the number of credits required for completion of the program in which the student is enrolled but may not be remitted for more than three consecutive years. If the student changes programs, the maximum remitted credits becomes the number of credits required for completion of the new program and all previously remitted credits count against this maximum. If the student transfers to a program which requires fewer credits for completion than the number of credits already remitted, the student is not required to repay program and material fees on the excess credits. The three consecutive year maximum begins with the first period for which program fees are remitted. Program and material fees may not be remitted for a student beyond the three-year period, even if the total number of credits remitted during the three-year period were less than the number of credits required for completion of the student's program.

District boards have the option of adopting a single on-going motion authorizing district administration or staff to approve these remissions or annually adopting individual motions specific to each student for whom program fees are to be remitted.

An annual appropriation has been established to fund these remissions. To receive reimbursement, a claim is to be submitted to the [System Office](#). This claim is to identify the student by name and Social Security number, the number of credits remitted by aid category (Associate of Arts/Associate of Science, Associate Degree, and Technical Diploma), the program into which the student has been accepted, the period covered by the remission, and the first period in which program fees were remitted for the student. The claim must also include the total amount to be reimbursed, detailed by the program fee and material fee amounts for each course.

Districts may claim partial program and material fee remission and reimbursement when a student drops a course or stops attending during the refund period. The claim should identify the refund percentage in addition to the previously identified information.

Program and Material Fee Remissions – WI G.I. Bill

[Section 38.24\(7\) and \(8\), Wis. Stats.](#) has been created to remit program and material fees for eligible veterans and the children and spouses of eligible veterans. No other fees are remitted under this program. Eligible veterans are those persons verified by the Wisconsin Department of Veterans Affairs to meet the criteria established under [s. 38.24\(7\) and \(8\)](#). An appropriation has been created to partially fund these remissions.

Information about Wisconsin GI Bill remission program is available on the Veterans Wisconsin Education Portal using the link below. You can print copies as needed from DVA's web site at:

<http://www.veterans.wisconsin.edu/index.aspx>

This site also contains a list of School Veterans Certifying Officials. Contact the individual listed for your district for additional information regarding these remissions.

Also, a Frequently Asked Questions document is available at:

<http://www.wtcsystem.edu/initiatives/veteran-services>

TAPs – Fee Remissions for Funeral Assistants

[Section 38.24 \(6\) Wis. Stats.](#) establishes a voucher program for students who play "Taps" at military honors funerals for veterans. These vouchers are issued by funeral directors and only apply to funerals held in Wisconsin. They may be issued to any student in grades 6 - 12 or who is enrolled in an institution of higher education. Each voucher is worth \$25 toward course fees (program fees, material fees and out-of-state tuition) and they do not have an expiration date. Only original forms are to be accepted (no photocopies) and there is no provision for replacement of lost forms. This is an unfunded program so districts will not be reimbursed for course fees remitted under this program.

The districts should keep records which will provide for responding to data requests regarding the redemption of these vouchers.

Other Exemptions

Enrollees in courses funded on a class-size basis with certain federal or state funds are exempt from program and material fees if the federal or state funding is equal to or greater than the amount that would have been collected in program fees and material fees. If the funding is less, course enrollees must pay uniform program and material fees.

Enrollees in courses offered under an [ss. 38.14\(3\)](#), [38.14\(12\)](#) or [118.15](#), Wis. Stats., contract are exempt from program and material fees if the contract revenue is equal to or greater than the amount that would have been collected in program fees and material fees. If the contract revenue is less, the System Office will treat the related net expenditures as non-aidable.

Additional Course Fees

Online and Hybrid Courses

[Section 38.24 \(1m\) Wis. Stats.](#) requires the WTCS Board to establish program fees. In April 2003, the WTCS Board established an additional course fee of a \$10.00 per credit fee shall be charged for all online and hybrid courses. This fee is in addition to program and material fees and, where applicable, out-of-state tuition. A minimum online course fee of \$10.00 is applicable to courses offered for less than 1.00 credit. For fractional credit offerings greater than 1.00 credit, compute the fee by multiplying the credit value of the offering times \$10.00 – e.g., 1.5 credit = \$15.00, 2.75 credit = \$27.50, 3.05 credit = \$30.50.

At the March 17, 2021 State Board meeting, the Board approved suspending the uniform online fee of \$10 per credit for all online and hybrid courses for 2021-22.

Enrollments exempted from program fees are also exempted from this fee. Refer to exemptions identified in footnotes a, b and c of the [Program and Material Fees for Unique Programs / Students](#) schedule for more information. Also, program fees do not apply to community service courses. However, WTCS district boards have the authority to establish fees for community service courses so those boards can extend these fees to community service courses.

For the purpose of charging this fee, online courses are defined as offerings where the 100% of the instruction is delivered via the Internet and accessed by the student using a Web browser. Off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses. Hybrid courses are defined as courses that combine online and face-to-face instruction where at least 50% but less than 100% of the instruction is delivered via online using the Internet (accessed by the student using a Web browser).

Alcohol / Drug Abuse - Juvenile

[Section 38.24\(1s\), Wis. Stats.](#) authorizes district boards to establish and charge a fee for court-approved juvenile alcohol or other drug abuse education programs applicable to enrollees referred under s. 48.245 (2) (a) 4., 48.345 (13) (b), 48.347 (5) (b), 938.245 (2) (a) 4., 938.32 (1g) (b), 938.34 (6r) (b) or (14s) (b) 3., 938.343 (10) (c) or 938.344 (2g) (a), Wis. Stats. Such fees are to be in addition to the statutorily required program fee.

Annually, districts are requested to notify the [System Office](#) of any fees established under this statutory provision.

Vocational-Adult Seminar / Workshops

[Section 38.14\(9\), Wis. Stats.](#) authorizes district boards, with the approval of the System President, to establish and charge fees for vocational-adult seminars and workshops. Such fees are to be in addition to the program fee required. Such fees may not exceed the full cost of the seminar / workshop less the fee required.

The process for requesting approval of these fees is outlined in the [Supplemental Vocational-Adult Seminar / Workshop Fees](#) section.

Professional Development Seminar / Workshop Fees

[Section 38.24\(1s\)\(b\), Wis. Stats.](#) authorizes district boards to establish and charge a fee for certain short-term Vocational-Adult professional development courses. This provision authorizes districts to charge a professional development seminar / workshop fee in addition to the applicable program and material fee amounts for Vocational-Adult professional development seminars or workshops lasting no longer than 24 hours of instruction offered to individuals employed in a related field. The additional fee does not require System President approval prior to offering the seminar / workshop. The annual reporting requirement shall be satisfied by data reporting systems to the System Office.

Note: For courses where the Professional Development S/W Fee is equal to or exceeds the out-of-state tuition rate for the year, out-of-state students are exempt from out-of-state tuition.

Responsible Beverage Server Fees

The WTCS district coordinators and System Office staff have agreed to establish a state-wide uniform professional-development seminar/workshop fee for the 0.1 credit Responsible Beverage Server courses. The professional development fee for 2021-22 has been set at \$6.40. The total fee charged for 2021-22 Responsible Beverage Server courses is \$25.00 - composed of the following three statutorily-authorized components:

\$14.10	Program Fee
6.40	Professional Development S/W Fee
<u>4.50</u>	Material Fee
<u>\$25.00</u>	Total Fee

Mandated Training Course Fees

[Section 38.24\(1s\)\(c\), Wis. Stats.](#) authorizes district boards, with the approval of the System President, to establish and charge fees for mandated training courses. This statute allows districts to submit for approval an additional fee for mandated training courses up to full cost (as defined by the Contract Reporting System) less the program and material fee amounts. The additional fee is restricted to those specialized vocational-adult courses offered for the purpose of upgrading employed individuals beyond entry level skill standards to allow them to maintain licensure or certification in their field of employment where the training requirements are mandated by federal regulation, state statute, administrative rule, or professional organization. Unlike the short term professional development seminar / workshops, the mandated training courses would not be limited to a 24-hour duration.

Districts are required to seek prior annual approval from the System President for the additional fee by submitting a request identifying the course, target audience, and specific mandate that qualifies the course offering for the additional fee. This information is to be to the [System Office](#). Once approved, districts are allowed to charge the additional mandated training fee throughout the fiscal year of the approval.

While not specifically identified in the statutory language, mandated training targeted to public safety personnel, such as EMT Basic Refresher courses to EMTs, Fire Safety courses to firefighters, and specific WTCS Guidance on Student Fees for FY 2021-22

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courses for police officers have been administratively exempted from this statutory provision, since mandated training courses for these students is clearly in the public interest and should not be subject to an additional fee. This additional fee is also not intended for general requirements for professional development, such as the requirement by some professions that employees take 'X' number of CEUs per year in subject areas related to their field, but will be allowed only for specific competency or course mandates of the particular field.

Student Project Fees

Material fees established under [s. 38.24\(1m\)\(c\)](#), Wis. Stats. are intended to cover the cost of consumable, tangible items which are used by students and instructors in the instructional process (class and office) and printing nominal amounts of handouts which supplement rather than supplant textbooks and workbooks. Material fees cover the cost of supplies required by the curriculum (there is an expectation that students in the same course offering will use approximately the same quantity of supplies).

There are situations where individual students or groups of students use non-standard types and/or amounts of supplies over and above the standard supplies required by the curriculum. When these additional supplies result in significant additional cost, the students may be charged a student project fee to recover the additional cost.

- Individual student projects – in some courses, each student selects a unique project, and the cost of the associated supplies depends on the project selected. There is a significant variance in the cost of the supplies from project to project, and the student owns the item produced by the project. An example is a woodworking course where one student elects to construct a simple bookcase out of relatively inexpensive soft wood and another student elects to construct an armoire of more expensive hardwoods.

Each student can be charged a student project fee sufficient to recover the cost of supplies associated with the selected project. The student project fee charged to each student must be based on the supply costs of that student's project, and the student project fee must vary from student to student. Uniform student project fees cannot be charged.

Individual student project fees may only be charged when:

- each student selects a unique project,
 - the supplies required for each project are dependent on the project selected,
 - the associated supply costs varied significantly among the projects, and
 - each student owns the item produced by their project
- Group projects – in some courses, groups of students attending the same section of a course or all students enrolled in each section of a course select a unique project, the cost of the associated supplies depends on the project selected, there is a significant variance in the cost of the supplies from project-to-project and the group owns the item produced by the project. An example is a cooking course where the students in each section select a final menu.

Each student can be charged a student project fee sufficient to recover the cost of supplies associated with the selected project. The student project fee charged to each student must be

based on the supply costs of that group's project and the student project fee must vary from group to group. Uniform student project fees applicable to all groups/sections cannot be charged.

Group student project fees may only be charged when:

- each group selects a unique project,
 - the supplies required for each project are dependent on the project selected,
 - the associated supply costs varied significantly among the projects, and
 - each group owns the item produced by their project (in the case of cooking classes, this requirement is met even if the student's in the group consume the food during the class)
- Individual Student Training Needs – some students need to use more supplies than the standard quantity required by the curriculum in order to master the course skills. Other students acquire the course skills using the standard quantity but elect to use additional supplies. An example is a police recruit school firearms class in which each student is required by the Department of Justice – Training & Standards Bureau to fire a specified number of pistol rounds. Some students may need to fire more than the specified number to achieve the required proficiency. Other students may achieve the required proficiency with the specified number but chose to fire additional rounds for personal reasons.

Both when students need to and when students elect to use more than the standard quantity of supplies, a student project fee can be charged to recover the cost of the additional supplies if the additional cost is significant. The student project fee charged to each student must be based on the cost of the additional supplies consumed by that student, and the student project fee must vary from student to student. Uniform student project fees cannot be charged.

Fees Set By Outside Authorities

The Wisconsin Technical College System Board (WTCSB) recognizes that there are situations where fees may be established by an outside authority in lieu of program fees. Currently, the outside authority fees recognized by WTCSB are the fees established by the Wisconsin Group Dynamics Advisory Council for Group Dynamics and Multiple Offender courses, and fees established by the Motorcycle Safety Advisory Council (MoSAC) for Basic Rider and Experienced Rider motorcycle training courses.

Traffic Safety

Exceptional fees have not been authorized for the Traffic Safety course. Therefore, standard program and material fees apply to this course. The FY 2021-22 fees for a 0.40 credit Traffic Safety course are:

Traffic Safety Student Fee Calculation (example)	
Traffic Safety (0.40 credit) course fee:	\$ 56.40
Materials fee	\$ 4.50
Processing fee	\$ 20.50
Total	\$ 81.40

Group Dynamics / Multiple Offender / Failure to Yield

The System Office, WisDOT and the Wisconsin Group Dynamics Advisory Council jointly establish the fees for these courses. These outside authority fees are in lieu of program fees but do not include material fees of \$4.50, which must also be charged.

The fee established for the Group Dynamics courses applies to all offerings regardless of the credit value of the course offering and is always evenly divisible by \$5.00. The fees for 2021-22 Group Dynamics courses shall be the following:

Group Dynamics Student Fee Calculation (example)	
Group Dynamics course fee:	\$205.00
Materials fee	\$ 4.50
<u>Processing fee</u>	<u>\$ 61.00</u>
Total	\$270.50

The Group Dynamics fee automatically becomes the fee for 0.60 credit Multiple Offender courses. Fees for Multiple Offender courses offered for other than 0.60 credits are computed based on the rate established for the 0.60 credit course (rounded to the nearest \$5.00). The 2021-22 Multiple Offender course fee shall be determined from the following table based on the credit value of the course offering:

Credits	Tuition		Credits	Tuition
0.60	\$205.00		0.95	325.00
0.65	220.00		1.00	340.00
0.70	240.00		1.05	360.00
0.75	255.00		1.10	375.00
0.80	275.00		1.15	395.00
0.85	290.00		1.20	410.00
0.90	310.00			

As with Group Dynamics course offerings, a \$4.50 material fee (Material Fee Category 00) must be charged for all Multiple Offender course offerings. The FY 2021-22 fees for a 0.90 credit Multiple Offender course are:

Multiple Offender Student Fee Calculation (example)	
Multiple Offender (0.90 credit) course fee:	\$310.00
Materials fee	\$ 4.50
<u>Processing fee</u>	<u>\$ 92.00</u>
Total	\$406.50

The Group Dynamics fee is prorated for the 0.10 credit Failure to Yield course (rounded to the nearest \$5.00). As with Group Dynamics course offerings, a \$4.50 material fee (Material Fee Category 00) must be charged. For 2021-22, the Failure to Yield course ([s. 346.18 stats](#)) fee shall be \$35.00. The FY 2021-22 fees for a 0.10 credit Failure to Yield course are:

Failure to Yield Student Fee Calculation (example)	
Failure to Yield (0.10 credit) course fee:	\$ 35.00
Materials fee	\$ 4.50
<u>Processing fee</u>	<u>\$ 20.50</u>
Total	\$60.00

The System Office, WisDOT and the Wisconsin Group Dynamics Advisory Council have also jointly established the following FY 2021-22 uniform processing fees for these courses and Traffic Safety courses. Processing fees are charged to recover the costs resulting from the unique record keeping and judicial court reporting requirements associated with these courses.

Group Dynamics	\$61.00
Multiple Offender	\$92.00
Failure to Yield	\$20.50
Traffic Safety	\$20.50

Motorcycle Training

The System Office and the Wisconsin Department of Transportation (WisDOT) jointly establish the fees for these courses. These outside authority fees are in lieu of program fees but do not include material fees, which must also be charged.

The following table contains the fees that are to be charged for FY 2021-22 motorcycle courses. Please note that the table contains fee information for all courses proposed by WisDOT.

Course	Credits	Course Fee	Material Fee	Total Fees
Introductory Motorcycle Experience (IME)	0.05	\$31.79	\$4.50	\$36.29
Basic Rider 1	0.4	\$254.35	\$5.60	\$259.95
3-Wheel Basic Rider-College Motorcycle	0.4	\$254.35	\$5.60	\$259.95
3-Wheel Basic Rider-Student Motorcycle	0.4	\$211.26	\$5.60	\$216.86
Experienced Rider	0.15	\$95.38	\$4.50	\$99.88
Basic Rider 2	0.2	\$127.17	\$4.50	\$131.67
Returning Rider Basic	0.2	\$127.17	\$4.50	\$131.67
Advanced Rider	0.2	\$127.17	\$4.50	\$131.67
Ultimate Bike-Bonding Experience	0.2	\$127.17	\$4.50	\$131.67

The course fee is composed of the following components:

Course Fees - College Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Motorcycle Fee	Course Fee
1.0 Credit	\$344.56	\$114.86	\$36.44	\$32.30	\$107.71	\$635.87
0.40 Credit	\$137.83	\$45.94	\$14.57	\$12.92	\$43.09	\$254.35
0.20 Credit	\$68.91	\$22.97	\$7.29	\$6.46	\$21.54	\$127.17
0.15 Credit	\$51.68	\$17.23	\$5.47	\$4.85	\$16.15	\$95.38
0.05 Credit	\$17.23	\$5.74	\$1.82	\$1.61	\$5.39	\$31.79

Course Fees - Student Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Course Fee
1.0 Credit	\$344.56	\$114.86	\$36.44	\$32.30	\$528.16
0.40 Credit	\$137.83	\$45.94	\$14.57	\$12.92	\$211.26
0.20 Credit	\$68.91	\$22.97	\$7.29	\$6.46	\$105.63
0.15 Credit	\$51.68	\$17.23	\$5.47	\$4.85	\$79.23
0.05 Credit	\$17.23	\$5.74	\$1.82	\$1.61	\$26.40

Materials Fee

Number of Credits	Materials Fee
1.0 Credit	\$14.00
0.40 Credit	\$5.60
0.20 Credit	\$4.50
0.15 Credit	\$4.50
0.05 Credit	\$4.50

Out-Of-State Tuition

State statutes specify that course enrollees who are not residents of Wisconsin are to be charged uniform out-of-state tuition for Associate of Arts/Associate of Science courses and for Occupational courses. This tuition is to be charged in addition to program fees.

Annually, the Wisconsin Technical College System Board (WTCSB) establishes out-of-state tuition rates for the forthcoming year. These rates become effective with summer session course offerings.

Reciprocal Agreements

The State Board may enter into reciprocal agreements with other states or out-of-state educational institutions which waive out-of-state tuition.

Qualifying Veterans/Spouses/Child

Out-of-State tuition is waived for eligible individuals under [s.38.24\(3m\), Wis. Stats.](#), and the Veterans Access, Choice and Accountability Act. Out-of-state tuition is waived under the following circumstances:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless residence status for tuition purposes).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and the transferor is a member of the uniformed service who is serving on active duty.

Out-of-State Tuition Remission

Needy and Worthy

S. 38.24(3)(c)1, Wis. Stats., empowers the system president to authorize district boards to remit out-of-state tuition to needy and worthy students who are not residents of Wisconsin. A district that intends to remit out-of-state tuition for needy and worthy students shall annually request authority from the system president. Each annual request shall be approved by the district board or, if the district board has delegated this authority, by a staff member empowered by the district board to make such requests. Statewide, these authorizations may not exceed 0.5% of the projected credits for the year of remission (excluding Community Services). Requests in excess of 0.5% will be considered for approval only if unused credits are available from other WTCS districts.

NEEDY: In the case of a U.S. citizen, a student who has financial need under 20 U.S.C. 1087kk. In the case of a non-U.S. citizen, a student who lacks the financial means to pay out-of-state tuition as determined by a district board based on documentation that available assets and income are insufficient to fund educational expenses, including out-of-state tuition.

WORTHY: A student who meets the normal admissions requirements of a district board for enrollment and who maintains satisfactory academic progress according to the district's standards.

Exchange Agreements with Foreign Education Institutions

S. 38.24(3)(c)2, Wis. Stats., empowers the system president to authorize district boards to remit out-of-state tuition to students who are enrolled under exchange agreements with foreign educational institutions, where the agreements provide for the exchange of an equal number of students who are residents of this state. A district that intends to remit out-of-state tuition for students under an exchange agreement shall submit a copy of the exchange agreement prior to submitting requests for remission and annually request authority from the system president. Each annual request shall be approved by the district board or, if the district board has delegated this authority, by a staff member empowered by the district board to make such requests.

Remitting Out-of-State Tuition

District boards may delegate the authority to initiate requests with the system president. District board action to delegate this authority shall identify one or more staff members (by name), positions, or both. A copy of the portion of the district board minutes containing the delegation action is to be sent to the [System Office](#) prior to submission of requests by staff with delegated authority.

Requests for authority to remit out-of-state tuition shall be submitted to the [System Office](#) and include the following text:

For needy and worthy students:

“(District) requests authority from the WTCS President to remit out-of-state tuition for (number) credits for (number) needy and worthy students during the (200x – 0x) academic year. The district projects ____ FTEs (net of Community Services) for the year.” Where the district board has not delegated authority to make these requests the following text shall also be included in the request: “This request was authorized by the (district) board during their (date) meeting.”

For students under exchange agreements:

“(District) requests authority from the WTCS President to remit out-of-state tuition for (number) credits for (number) students under exchange agreements during the (200x – 0x) academic year.” Where the district board has not delegated authority to make these requests, the following text shall also be included in the request: “This request was authorized by the (district) board during their (date) meeting.”

Authorizations by the system president will be for a specific academic year. Therefore, a separate request must be submitted for each academic year. The System Office will communicate reminders for these requests in April each year.

Districts shall not waive tuition until authorization is received from the system president. To allow time for processing these requests, districts should submit requests by May 1 if summer session remissions are anticipated or by August 1 if there were no summer session remissions.

Adult Basic Education, Adult High School and ESL courses are not statutorily exempt from out-of-state tuition. Also, federal and/or state grant funding of these courses does not exempt enrollees from out-of-state tuition. Therefore, these courses are to be included in district requests for remission authorization.

If a district determines during the year that the authorized number of students or credits is insufficient, a request for authorization to remit tuition for additional students and/or credits shall be submitted to the [System Office](#) and include the following text:

For needy and worth students:

“(District) requests authority from the WTCS President to remit out-of-state tuition for (number) additional credits for (number) additional needy and worthy students during the (200x – 0x) academic year. The district projects ____ FTEs (net of Community Services) for the year.” Where the district board has not delegated authority to make these requests the following text shall also be included in the request: “This request for additional (credits/students/credits and students) was authorized by the (district) board during their (date) meeting.”

For exchange agreements:

“(District) requests authority from the WTCS President to remit out-of-state tuition for (number) additional credits for (number) additional students under exchange agreements during the (200x – 0x) academic year.” Where the district board has not delegated authority to make these requests, the following text shall also be included in the request: “This request for additional (credits/students/credits and students) was authorized by the (district) board during their (date) meeting.”

Districts shall maintain needy and worthy documentation and/or exchange agreements and associated tuition remission documentation for at least five (5) years after the year of remission. For each student for whom tuition was remitted, this documentation shall include:

- Name
- Academic year of the remission
- Home state or country OR exchange agreement under which the student was enrolled
- Number of credits remitted

- Fiscal impact of the remission, computed as the number of credits times the out-of-state tuition rate in effect for the academic year of the waiver.
- For needy and worthy students:
 - Documentation that the student is needy. Documentation of need can be the student's financial need analysis, financial aids budget, a narrative from the student, or a similar document. See the definitions section of this document for additional information.
 - Documentation that the student is worthy. For a first time student, a statement that the student meets admission requirements and has been accepted in good standing. For a continuing student, documentation that the student made satisfactory progress in the prior period of attendance.

Staff with delegated authority shall annually report remission activity for the academic year. The System Office will communicate reminders for this report in April each year. These reports shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services) which were remitted for the academic year. These reports are to be submitted to the district board and [System Office](#) within 60 days after the end of each academic year. The transmittal to the System Office shall indicate the date of meeting at which the district board received the report.

District boards may require additional information or more frequent reporting.

Needy and worthy and exchange agreement remissions do not apply to courses offered under [s. 38.14\(3\) Wis. Stats.](#) contracts or delivered by alternate methods of instruction for which the system president has authorized an alternate out-of-state distance education fee.

[Section 38.24\(3\)\(b\), Wis. Stats. Contracts](#)

In lieu of out-of-state tuition, the System President may authorize a district board to charge students, who are not residents of Wisconsin and who are enrolled under an [s. 38.14\(3\)\(a\), Wis. Stats.](#) contract with a federal agency, a fee equal to the district's direct cost per full-time equivalent student for the program(s) in which they are enrolled plus an amount equal to the district's indirect costs per full-time equivalent student. Contact the [System Office](#) for the procedure to request authority from the System President to charge this alternate fee.

[Out-of-State Distance Education Fees](#)

[Section 38.24\(3\)\(f\), Wis. Stats.](#) authorizes district boards, with the approval of the System President, to establish and charge non-resident students a fee which is less than out-of-state tuition for distance education courses. This fee is in lieu of Out-of-State Tuition. If the district board has not received authorization from the System President for an Out-of-State Distance Education Fee, non-residents enrolled in distance education courses shall be charged Out-of-State Tuition at the rate established by the WTCS Board.

Distance education means instruction that takes place, by means of tele-communications or other means of communication, including cable, instructional television fixed service, microwave, radio, satellite, computer, telephone or television. It is limited to any instructional setting where the instructor

and student are not participating from the same WTCS district campus, including video / audio tapes and correspondence.

Requests for alternate rates may be for \$0 per credit or any amount up to the per-credit WTCS Board established Out of State Tuition rate applicable to the course. Also, requests for multiple alternate rates may be submitted. Alternate out of state distance education fees are to be charged in addition to the program and material fees applicable to the course and, for online courses, the \$10.00 per credit online course fee. Please note: the \$10 per credit online fee has been suspended for 2021-22.

District boards are to request authorization via email from the [System President](#). Requests may be submitted annually for a rate or rates applicable to a specific fiscal year. Alternatively, requests may be submitted for a standing rate or rates that will remain in effect until the district board submits a request for a rate modification or revocation of the authorization. Requests shall be for a per credit amount, and will identify which out-of-state distance education courses / enrollments to which the alternate rate will apply. In lieu of specific course numbers, the request may identify the conditions under which it will be charged (e.g., all distance education courses, internet offered courses, business division courses). Reciprocity agreements are to be honored in relation to these fees.

Below is the current academic year alternate distance education tuition rate approved for your district. All districts have standing alternate distance education tuition rates approved. No action is required if the same rate will be charged for the forthcoming academic year.

ALTERNATE OUT-OF-STATE TUITION RATES
DISTANCE EDUCATION
2020-21

DISTRICT	AMOUNT	Type *	APPLIES TO
CVTC	\$0	S	all courses
WTC	\$0	S	online courses (04)
SWTC	Variable up to tuition rate ^a	S	all courses
MadATC	Variable up to tuition rate ^a Variable up to tuition rate ^b	S	Occupational Associate of Arts/Associate of Science
BTC	\$0	S	all courses
GTC	\$0	S	all courses
WCTC ^c	\$10 per credit	S	all courses
MilATC	\$8 per credit	S	all courses (Office of Corporate Learning courses excluded)
MPTC	\$0	S	all courses
LTC	\$0	S	CD ROM and online courses (02/04)
FVTC	\$0	S	all courses
NWTC	\$0	S	all courses
MSTC	\$0	S	all courses
NTC	Variable up to tuition rate ^a	S	all courses
NATC	\$0	S	all courses
WITC ^c	\$0	S	online courses (04)

* S = standing approval, A = annual approval

^a approval allows a variable alternate rate from \$0 to the uniform Occupational out-of-state tuition rate established by the state board.

^b approval allows a variable alternate rate from \$0 to the uniform Associate of Arts/Associate of Science out-of-state tuition rate established by the state board.

^c district board delegated authority - WCTC to president, WITC to VP Finance

Apprentices

Enrollees who are registered as apprentices with the Department of Workforce Development and enrolled in apprentice-related technical instruction courses qualify for resident program and material fee rates based on their place of employment, as per [TCS 10.03\(2\)\(b\), Wisconsin Administrative Code](#).

Other Student Fees

Student Activity and Incidental Fees

[Section 38.14\(9\), Wis. Stats.](#) authorizes district boards to establish student activity and incidental fees to fund, in whole or part, the cost of activities or services offered as support services for instruction.

[Section 38.145, Wis. Stats.](#) provides that students, in consultation with the college president and subject to the final confirmation of the district board, have the responsibility for the disposition of activity and incidental fees.

District student government organizations have a primary role in establishing the annual budget for the disposition of activity and incidental fees. Such budgets are established in consultation with the district president and must be confirmed by the district board. However, only the district board has the authority to establish these fees. Therefore, all funds which result from these fees are to be deposited in the district accounts and are subject to all rules, regulations and procedures related to district funds. Unexpended student activity and incidental fees at the end of each fiscal year remain subject to [s. 38.145 Wis. Stats.](#) in the following year.

Examples of activities for which these fees may be established include:

- Program activities
 - payments to performers, speakers and entertainers
 - rental of facilities, movies and videotapes
 - advertising and promotion of student activities
 - food and refreshments served at events
 - security and maintenance personnel
 - rental, repair and purchase of equipment and supplies
- Student mass media (newspaper, magazine, radio station, yearbook and other media directed toward the student body)
- Uniform, equipment, transportation, lodging, registration, and meals for athletic teams and cheerleaders
- Student organizations
- Student government
- Salaries and honorariums for student activity work
- Student health services
- Facilities (special debt service payments and other facilities related commitments)
- Decorations and awards for officially recognized student functions and activities
- Sales tax payments to the Wisconsin Department of Revenue

Parking Fees and Fines

Section 38.14(13), Wis. Stats. authorizes district boards to establish parking fees and fines.

Parking fees and fines may be established by districts to fund, in whole or in part, parking-related costs such as:

- Construction of parking lots and ramps
- Maintenance of parking lots and ramps
- Enforcement of Parking Regulations

- Permits
- Lot/ramp monitoring for unauthorized parking
- Safety and Security in parking areas
 - Electronic/security personnel monitoring
 - Call boxes/emergency buttons

Application Fee

The Wisconsin Technical College System has adopted a standard application form and \$30.00 application fee for all students applying for acceptance into a program at a college. Since the application fee is not a statutorily required fee, an individual college has the authority to waive this fee at their discretion.

Apprentices registered with the Wisconsin Department of Workforce Development – Bureau of Apprenticeship Standards and attending a WTCS college for their (paid) related instruction (PRI) are exempt from the \$30.00 application fee. See Testing Fees for tests required as part of the application process for apprenticeship programs.

Testing Fees

Testing fees may be charged except when the test is used to:

- determine a student's course grade
- evaluate a student's progress in or completion of a course or academic program
- meet an administrative requirement such as Technical Skill Assessment (TSA) or accreditation (institutional or program).

Examples of allowable mandatory testing fees include:

- admissions skills assessment such as ACT, SAT, Accuplacer, Asset or Compass
- apprenticeship program admissions assessment

Testing fees may be charged when the test is taken at the student's option for employment or personal purposes. Examples include:

- certification exams which students elect to take for employment purposes (e.g., Microsoft IT, American Welding Society AWS, Automotive Service Excellence – ASE)
- Advanced placement/test-out/challenge exams for advanced standing
- GED/HSED exams
- job placement assessment exams

- Program and Material Fee Guidelines for Compulsory Education Age Students

<u>Type of Student</u>	<u>Statute</u>	<u>Program Fees</u>	<u>Material Fees</u>	<u>FTEs</u>
Standard Enrollment	38.22(1) and (1s)	Yes	Yes	Yes
Contract for Services	38.14(3)	No ¹	No ¹	Yes
Compulsory at Risk	118.15(1)(b)	No ²	No ²	Yes
Compulsory in Lieu for HSED or Graduation	118.15(1)(c)1 or 118.15(1)(c)2	No ²	No ²	Yes
Compulsory-Previously Incarcerated	118.15(1)(cm)3	No	Yes	Yes
Start College Now	38.12(14)	Yes	Yes	Yes
Advanced Standing Credit from Tech Prep	118.34	No	No	No
Recognized Credit from Tech Prep	118.34	No	No	No
Youth Apprenticeship Contract	38.14(3)(am)	No ³	No ³	Yes
Advanced Standing Credit from Youth Apprenticeship	101.265	No	No	No
Recognized Credit from Youth Apprenticeship	101.265	No	No	No
Course Options	118.52	No ³	Yes	Yes

¹ Contract Revenue at least equal to statutory Program and Material Fees must be charged.

² 118.15 Contract Revenue must be charged per the hourly rate agreement between WTCSB and DPI.

³ Amount equal to or less than WTCS District's direct instructional costs.

Student Fee Refunds

[TCS 10.08](#), Wis. Admin. Code, establishes the requirements for district policies and procedures related to student fee refunds. All references to student fees in this chapter shall mean applicable program fees, material fees, out-of-state tuition, online course fees and any fees established in lieu of these fees. These refund requirements do not apply to incidental fees, activity fees or additional course fees (with the exception of online course fees).

100% Refunds

If the district cancels a course, 100% of student fees shall be refunded.

If a student applies for a refund before the first class meeting which the student is scheduled to attend, 100% of student fees shall be refunded. However, some discretion may be applied when the refund application is made the day the student is first scheduled to attend the class. If taken literally, district staff processing the refund application would be required to compare the time the refund application was made to the time each dropped course started. Districts may adopt policies and procedures which treat all refund requests received on a particular day as having been received at a specified time - for example 12:01 a.m. or 11:59 p.m. This latitude is not meant to prohibit or discourage districts from adopting policies and procedures which implement the strictest interpretation of this requirement.

A student who drops a course before or at the time 10% of the course's potential hours of instruction have been completed and adds another course on the same day shall receive a 100% credit for all applicable student fees for the dropped course. This credit shall be applied to the fees applicable to the added course. If the credit exceeds the fees applicable to the added course, the excess amount shall be refunded to the student. If the credit is less than the fees applicable to the added course, the shortfall shall be charged to the student. Districts may also adopt extenuating circumstance policies and procedures which allow for 100% credits when a course is added on a day subsequent to the day a course is dropped.

80% Refunds

80% of all applicable student fees are to be refunded if application for refund is made before or at the time 10% of the course's potential hours of instruction have been completed.

60% Refunds

60% of all applicable student fees are to be refunded if the application for refund is made after 10% but before more than 20% of the course's potential hours of instruction have been completed.

0% Refunds

No refund is to be made if the application for refund is made after 20% of the course's potential hours of instruction have been completed.

Extenuating Circumstances

Districts may adopt policies and procedures that allow for refunds in excess of the above standards (limited to 100%) for drops that result from extenuating circumstances resulting in unforeseen student hardship. Such refunds are at each district's discretion.

Active Duty / Service Refunds

Section [38.12 \(13\)](#) Wis. Stats. specifies:

If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the district board shall reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw:

- (a) Reimburse the student all tuition and fees paid for all the courses.
- (b) Grant the student an incomplete in all the courses and permit the student to complete the courses, within 6 months after leaving state service or active service, without paying additional tuition or fees.

100% of student fees shall be refunded if a student meets the criteria established under [s. 38.12 \(13\)](#) and elects the refund option.

Refund Processing Charges

Districts may establish a charge to defray costs of processing refunds. Such charges may be deducted from the refund otherwise due but should not exceed the refund amount.

Appeals

Each district shall adopt a procedure for students to appeal refund decisions.

Supplemental Vocational-Adult Seminar / Workshop Fees

Section 38.14(9), Wis. Stats. states:

"Activity, incidental and vocational-adult seminar and workshop fees. The district board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. **With the approval of the state director, the district board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under s. 38.24(1m).**"

Therefore, districts may request approval of Supplemental Vocational-Adult Seminar / Workshop Fees for Vocational-Adult Seminar / Workshop offerings. Administratively, the System Office has limited approval of these fees to seminar / workshop offerings which contain state of the art / cutting edge curriculum not found in traditional courses or have add-on expenses. Curriculum containing basic, traditionally taught occupational skills content will not be approved - e.g., WordPerfect, Care of the Terminal Patient, and Accounting for Small Business. However, a seminar on unreleased or newly released software which is intended for and advertised only to owners of small business to assist them in the decision of whether to upgrade from an older version of the software or change from another software package and requiring the use of an external consultant who has knowledge not available from district staff would be approved, subject to meeting the cost and fee criteria. The "state of the art / cutting edge" requirement does not apply to occupational offerings which have add-on downlink and/or external, high cost speaker expense. In either case, approvable offerings must be oriented toward employed individuals and may not be advertised to the general public.

All requests for approval of such fees or questions related to such fees are to be submitted on the Supplemental Vocational-Adult Seminar / Workshop Fee Request form to the System Office.

Approval of such requests will be contingent on the offering and the requested fees meeting the following tests:

1. Does the projected seminar / workshop salary and fringe or equivalent delivery cost exceed 125% of district's average salary and fringe benefits for aid code 47 (Vocational-Adult) offerings? The average salaries and fringes will be based on the last available actual data increased by the All Urban Index CPI for the intervening years. This test ensures that the offering is high cost by requiring that the cost per course hour of the offering exceeds the district's average salary / fringe cost per contact hour by more than 25%.
2. Does the requested Supplemental Vocational-Adult Seminar / Workshop Fee equal or exceed the greater of \$10.00 or 25% of Standard Seminar / Workshop Program Fee? This test ensures that the requested additional fee is a material amount.
3. Is the sum of the requested Supplemental Vocational-Adult Seminar / Workshop Fee and the Standard program Fee equal to or less than projected Seminar / Workshop Cost Per Enrollee? This test ensures that the total cost per enrollment is not exceeded by the program fee plus the supplemental fee. The statute authorizing the supplemental fee prohibits charging an amount that exceeds the cost. In most cases, districts will be able to identify the cost of the offering with some accuracy. However, the Projected Enrollment may be very difficult to determine. If a district requests a supplemental fee which equals or is very close to the difference between the cost per

enrollment and the program fee and actual enrollment exceeds the projected enrollment, there is a possibility that the district will make a statutorily prohibited "profit" on the offering. The System Office will annually compare Projected Enrollment data to actual enrollments reported in the Student FTE Information System.

4. Approval is limited to offerings of 24 or fewer hours over a period of no more than three consecutive days, except for offerings which extend beyond three consecutive days due to special circumstances - e.g., a satellite downlink on consecutive Fridays. However, if you feel that you can justify an offering which extends beyond three consecutive days as eligible for a supplemental fee, you may attach a statement of such justification to the fee request form.
5. Approval is limited to seminars and workshops which have add-on expenses - expenses of a nature above and beyond those incurred in traditional course offerings. Examples of add-on expenses include, but are not limited to, downlinking fees for satellite broadcasts and speaker's fees for individuals who command exceptional rates based on special expertise.

Instructional situations requiring high staff-to-student ratios do not constitute an add-on expense. Also, the use of salaried instructors rather than call-staff does not, in and of itself, constitute an add-on expense. The use of salaried staff as an add-on expense must be justified by special expertise required by the seminar / workshop content. Such expertise must be unavailable from call-staff and the offering must be outside of the salaried instructors' normal teaching areas.

6. Approval is limited to offerings approved for type "A," type "B," or a combination of types "A" and "B" hours.
7. Advertising is limited to the target audience, not the general public. Examples are brochures mailed to specific companies or positions within specific types of companies, ads in trade journals, and hand-outs at professional meets.

The cost of advertising may not be included as an expense for the purpose of determining if the offering meets cost criteria, since advertising is not a direct instructional expense.

Generally, a seminar is a learning experience where the participants share their knowledge and experience in a particular area or field with the guidance of a facilitator and a workshop is a learning experience where presenters deliver content in conjunction with attendees' participation.

All requests for these fees are to be submitted to the [System Office](#) on the appropriate [Supplemental Vocational-Adult Seminar / Workshop Fee Request form](#) prior to the seminar / workshop offering.

SUPPLEMENTAL VOCATIONAL-ADULT SEMINAR / WORKSHOP FEE REQUEST FORM

District _____ Date _____

Course Name _____

Course Number _____

(include aid code and section number(s) - if approval is requested for all sections, indicate "all")

Course Hours _____ Course Credits _____ Projected Enrollment _____

Fiscal Year _____ Supplemental Fee per Enrollee \$ _____

(Do not include amounts for enterprise activities)

A. Projected Salary / Fringe or Equivalent Delivery Cost \$ _____

(enter detail - speaker fee, staff instructor, downlink, etc.)

B. Projected Cost per Course Hour (A ÷ Course Hours) \$ _____

C. High Cost Threshold \$ _____

(B must exceed C for request to be approved)

D. Projected Total Course Cost (A x Indirect Cost Factor) \$ _____

E. Projected Cost per Enrollee (D ÷ Projected Enrollment) \$ _____

F. Standard Program Fee (Course Credit x Program Fee Rate) \$ _____

G. Total Fee per Enrollee (F ÷ Supplemental Fee per Enrollee) \$ _____

(G must = or be less than E for request to be approved)

H. Minimum Supplemental Fee. (Multiply F by 25%) \$ _____

(enter \$10.00 if 25% of F is less than \$10.00)

If the Seminar / Workshop is scheduled to last more than three consecutive days, attach an explanation of why the offering is a seminar / workshop.

District Contact _____ Phone Number _____

System Office Approval _____ Approval Date _____

INSTRUCTIONS

Demographic Data Section

District	Enter name of district.
Date	Enter date that the form is submitted to the System Office.
Course Name	Enter the System Office approved number the course will be offered under. Include the aid code and specify the section(s) for which the supplemental fee is requested. If the fee is to be used for all sections of the course during the year, enter "all."
Course Hours	Enter the number of hours for which the course will be offered.
Course Credit	Based on the PHI, enter the credit value for which the course will be offered.
Projected Enrollment	Enter your best estimate of the number of people who will enroll in the course. If the request is for multiple sections, enter the average for the sections.
Fiscal Year	Enter the year for which the request is made.
Supplemental Fee per Enrollee	Enter the supplemental fee that you are requesting approval to charge each enrollee <u>in addition to</u> standard program and material fees. This fee is <u>not</u> to include any enterprise activities or other non-instructional costs.

Add-On Expense High Cost Threshold Section

- A. Enter the cost of the add-on expense, including instructor salaries, wages and fringe benefits; the speaker fee and related travel; downlink fee; or other equivalent delivery cost. This is the amount which will be compared to the average salary, wage and fringe benefit cost for all aid code 47 courses which the district offers. Round to the nearest dollar. Also, enter detail of the add-on expense (e.g., external speaker fee, downlink, etc.) and associated cost for each.

Districts may combine multiple sections of the same offering and average the cost information, as long as the combined sections are of a similar nature in cost. General categories of cost which must be submitted on separate forms are downlinking fees, external speaker fees or salaries and wages. Sections involving salaries and wages may be combined on a single form when the hourly pay rates (including fringe benefits) are not substantially different. As a rule of thumb, the System Office considers pay rates that differ by more than 33% to be substantially different. **Requests based on situations where the high cost results from multiple instructors will not be approved.**

All equivalent delivery costs related to a section are to be reported. Therefore, if you incur a downlink fee and a speaker fee for the same section, they are both to be reported on line A.

- B. Compute the projected cost per Course Hour by dividing the amount on line A by the Course Hours in the Demographic Section. Round to the nearest dollar.

- C. Enter the High Cost Threshold for your district. To obtain your district's threshold, contact the [System Office](#). This amount must be less than the amount on line B for the request to be approved.

Minimum / Maximum Supplemental Fee Section

- D. Compute the Projected Total Course Cost by multiplying the amount on line A times the Indirect Cost Factor for your district. Generally, you will use the On Campus rate but the Off Campus rate is available if the need arises. Round to the nearest dollar. NOTE: The Indirect Cost Factors are provided as percentages computed to two decimal places. If the factor is 167.25, the computation would be the amount on line A times 1.6725.
- E. Compute the Projected Cost per Enrollee by dividing the amount on line D by the Projected Enrollment from the Demographic Section. Round to the nearest dollar.
- F. Enter the Program Fee.
- G. Compute the Total Fee per Enrollee by adding the Supplemental Fee per Enrollee from the Demographic Section to the amount on line F. This amount must be equal to or less than the amount on line E for the request to be approved.
- H. Compute the Minimum Supplemental Fee. Multiply line F by 25%. Enter the result on the line unless the result is less than \$10.00. If the result is less than \$10.00, enter \$10.00 on the line. The requested supplemental fee per enrollee must be equal to or exceed the amount on this line. This test ensures that only material supplemental fees are submitted for approval.

Consecutive Days Section

Generally, seminars and workshops last three or less consecutive days. This section requires that you attach an explanation of why the offering is a seminar or a workshop if the seminar / workshop is scheduled to last more than three consecutive days.

Contact / Approval Section

District Contact	Enter the name of the district staff member to be contacted if there are questions regarding the supplemental fee request.
Phone Number	Enter the phone number of the district contact.
WTCSB Approval	Leave blank. If the request is approved, System Office staff will complete and return a copy of the form to the District Contact.
Approval Date	Leave blank. If the request is approved, System Office staff will enter the approval date.

Financial Aid for Students in Collaborative Programs

Special procedures must be followed regarding financial aids when students enroll in collaboratively offer programs. Under collaborative program agreements, the district holding State Board approval to offer a program is the primary district while the districts collaboratively offering the program are the cooperating districts. Students participating in a collaborative program enroll in courses at two districts but only submit a financial aid application to the primary district. Financial aid is applied to fees and other charges at the primary district and a check is issued to the student for other educational related expenses, including fees and other charges at the cooperating district.

If the cooperating district has a tuition payment deadline that occurs before funds are disbursed at the primary district, the cooperating district is to defer fees for financial aid eligible students until aid is disbursed by the primary district.

Additional information regarding collaborative programs is available in the [Educational Services Manual](#).