



Dr. Morna K. Foy, President

4622 University Avenue  
PO Box 7874  
Madison, Wisconsin 53707-7874  
608.266.1207 | Wisconsin Relay System: 711  
info@wtcsystem.edu | www.wtcsystem.edu

# Memorandum

DATE: March 15, 2023

TO: WTCS Coordinators/Supervisors of Motorcycle Rider Training

FROM: Danika Woods, Education Director  
Wisconsin Technical College System

RE: FY 2023-24 Motorcycle Rider Training Fees

---

The System Office and the Wisconsin Department of Transportation (WisDOT) jointly establish the course fees for motorcycle rider courses offered at WTCS Colleges. These outside authority fees (course fees) are in lieu of program fees but do not include material fees which must also be included in the total course cost charged to students.

**Important note: Course fees remain unchanged for FY 2023-24; however, material fees have changed.**

## **Total course cost calculation:**

- Course fee + Materials fee = Total course cost
  - See examples on page 2

## **Course Fees**

- The tables on page 2 list fees established for each course based on the number of credits.
  - Note that there are two Course Fee tables for courses with:
    - College provided motorcycles
    - Student provided motorcycles
      - See table on page 3 for details of which type of fee applies to each course
- Fees for courses offered at credit values other than those listed in the tables can be calculated as a percentage of the 1.0 credit course fees

## **Materials Fee**

- The material fee for all courses assigned as "Category 4" has been set at \$15.00 per credit with a \$4.50 minimum charge (see table on page 2)

**Course Fees - College Provided Motorcycles**

<b>Number of Credits</b>	<b>Operational Direct</b>	<b>Operational Indirect</b>	<b>Range Capital</b>	<b>Range Maintenance</b>	<b>Motorcycle Fee</b>	<b>Course Fee</b>
1.00 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**

<b>Number of Credits</b>	<b>Operational Direct</b>	<b>Operational Indirect</b>	<b>Range Capital</b>	<b>Range Maintenance</b>	<b>Course Fee</b>
1.00 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**

<b>Number of Credits</b>	<b>Materials Fee</b>
1.0 Credit	\$15.00
0.40 Credit	\$6.00
0.20 Credit	\$4.50
0.15 Credit	\$4.50
0.05 Credit	\$4.50

**Total Course Cost Calculation Examples**

<b>Course</b>	<b>Credits</b>	<b>Course Fee</b>	<b>Material Fee</b>	<b>Total Cost</b>
Introductory Motorcycle Experience (IME)	0.05	\$31.79	\$4.50	\$36.29
3 Wheel Basic Rider Course (3WBRC) – <b>College Motorcycle</b>	0.40	\$254.35	\$6.00	\$260.35
3 Wheel Basic Rider Course (3WBRC) – <b>Student Motorcycle</b>	0.40	\$211.26	\$6.00	\$217.26

**College vs Student Provided Motorcycle Course List**

<b>Course</b>	<b>College Provided Motorcycles?</b>
Introductory Motorcycle Experience (IME)	Yes
Basic Rider Course (BRC)	Yes
3-Wheel Basic Rider Course (3WBRC)	College Choice
BRC2	No
ARC	No
UBBRC-PLUS	No

**Course Fee Accounting**

While districts are not required to separately account for the capital portion of the course fees, it is expected that reasonable funds will be made available to the motorcycle rider training program to fund the capital expenditures needed to conduct the program.

The amount in the Course Fee column of the tables is composed of operational and capital components (see table on page 2). For accounting purposes, districts have two options:

- 1) Record the entire amount from the Course Fee column in the General Fund or Special Revenue Fund under revenue classification 4540 (refunds under classification 4541), or
- 2) Record the operational component (direct and indirect) in the General Fund or Special Revenue Fund and the capital component (range capital, range maintenance, and motorcycles) in the Capital Projects Fund. If this option is used, only the Operational portion of the Course Fee amount from the table on page 2 is to be recorded in revenue classification 4540 in the General Fund or Special Revenue Fund. The capital portion is to be recorded in classification 4799 in the Capital Projects Fund.

**Material Fee Accounting**

The amount in the Material Fees column in the basic and experienced rider courses tables and related Material Fee refunds are to be recorded in the General Fund or Special Revenue Fund in revenue classification range 4440 – 4449.

For questions regarding the DOT grant, please contact Sarah Buzzell at 608-709-0080 or [sarah.buzzell@dot.wi.gov](mailto:sarah.buzzell@dot.wi.gov)

For all other questions you may contact me at 608-266-1599 or [danika.woods@wtcsystem.edu](mailto:danika.woods@wtcsystem.edu)