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Memorandum

DATE: March 20, 2024

TO: WTCS Coordinators/Supervisors of Motorcycle Rider Training

FROM: Danika Woods, Education Director
Wisconsin Technical College System

RE: FY 2024-25 Motorcycle Rider Training Fees

The System Office and the Wisconsin Department of Transportation (WisDOT) jointly establish the course fees for motorcycle rider education 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.

Motorcycle rider education courses are not aligned across the System, meaning they may be offered with same or similar course titles but with varying course numbers - including aid code and course type hours - and/or varying course credits. Colleges may also locally offer motorcycle rider education courses with unique titles, credits and outcomes that do not mirror the WisDOT "standardized list" of [motorcycle rider education courses](#); such unique courses, however, would likely not be reimbursable by the WisDOT motorcycle safety grant.

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 \$5.00 minimum charge (see table on page 2)

Course Fees - College Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Motorcycle Fee	Course Fee
1.00 Credit	\$352.33	\$117.45	\$37.26	\$33.03	\$110.15	\$650.22
0.55 Credit	\$193.78	\$64.60	\$20.49	\$18.17	\$60.58	\$357.62
0.50 Credit	\$176.17	\$58.72	\$18.63	\$16.52	\$55.07	\$325.11
0.45 Credit	\$158.55	\$52.85	\$16.77	\$14.86	\$49.57	\$292.60
0.40 Credit	\$140.94	\$46.98	\$14.90	\$13.21	\$44.06	\$260.09
0.30 Credit	\$105.70	\$35.24	\$11.18	\$9.91	\$33.04	\$195.07
0.20 Credit	\$70.46	\$23.49	\$7.45	\$6.61	\$22.03	\$130.04
0.15 Credit	\$52.85	\$17.62	\$5.59	\$4.95	\$16.52	\$97.53
0.10 Credit	\$35.23	\$11.75	\$3.73	\$3.30	\$11.01	\$65.02
0.05 Credit	\$17.62	\$5.87	\$1.86	\$1.65	\$5.51	\$32.51

Course Fees - Student Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Course Fee
1.00 Credit	\$352.33	\$117.45	\$37.26	\$33.03	\$540.07
0.55 Credit	\$193.78	\$64.60	\$20.49	\$18.17	\$297.04
0.50 Credit	\$176.17	\$58.72	\$18.63	\$16.52	\$270.04
0.45 Credit	\$158.55	\$52.85	\$16.77	\$14.86	\$243.03
0.40 Credit	\$140.94	\$46.98	\$14.90	\$13.21	\$216.03
0.30 Credit	\$105.70	\$35.24	\$11.18	\$9.91	\$162.03
0.20 Credit	\$70.46	\$23.49	\$7.45	\$6.61	\$108.01
0.15 Credit	\$52.85	\$17.62	\$5.59	\$4.95	\$81.01
0.10 Credit	\$35.23	\$11.75	\$3.73	\$3.30	\$54.01
0.05 Credit	\$17.62	\$5.87	\$1.86	\$1.65	\$27.00

Materials Fee

Number of Credits	Materials Fee
1.0 Credit	\$15.00
0.55 Credit	\$8.25
0.50 Credit	\$7.50
0.45 Credit	\$6.75
0.40 Credit	\$6.00
0.30 Credit	\$5.00
0.20 Credit	\$5.00
0.15 Credit	\$5.00
0.10 Credit	\$5.00
0.05 Credit	\$5.00

Total Course Cost Calculation Examples

Course	Credits	Course Fee	Material Fee	Total Cost
Introductory Motorcycle Experience (IME)	0.05	\$32.51	\$5.00	\$37.51
3 Wheel Basic RiderCourse (3WBRC) – College Motorcycle	0.40	\$260.09	\$6.00	\$266.09
3 Wheel Basic RiderCourse (3WBRC) – Student Motorcycle	0.40	\$216.03	\$6.00	\$222.03

College vs Student Provided Motorcycle Course List

Course	College Provided Motorcycles?
Introductory Motorcycle Experience (IME)	Yes
Basic RiderCourse (BRC)	Yes
3-Wheel Basic RiderCourse (3WBRC)	College Choice
Basic RiderCourse2 (BRC2)	No
Advanced RiderCourse (ARC)	No
Ultimate Bike-Bonding RiderCourse Plus (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.

**WTCS RiderCoach Education and Other WTCS “Train-the-Trainer” Teacher Education
Motorcycle Safety Courses**

WTCS courses that provide “train-the-trainer” motorcycle teacher education – RiderCoach preparation or similar – fall under the standard course creation guidelines outlined in the [WTCS Educational Services Manual \(ESM\)](#) (see Chapter 7 Course Standards) and in the [WTCS Course Approval Manual](#) (see Chapter 4 Course Credit Computation Rules). These courses do not follow the above-outlined outside authority course fee schedule that applies only to motorcycle *rider* education courses.

For questions regarding the DOT grant, please contact Sarah Langlois at 608-867-3117 or sarah.langlois@dot.wi.gov

For all other questions you may contact me at 608-266-1599 or danika.woods@wtcsystem.edu