

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: CREDIT CLASS FEES Related to Board Policy: 801

General

The tuition cost of credit classes is set by the governing Board of San Juan College. This is generally done annually, and different hourly and full-time rates exist for New Mexico resident, non-resident and foreign students.

The President may establish special credit class fees and charges where appropriate, or by assignment to the Vice Presidents for action.

Lab or Course Fees

1. All laboratory or course special fees must be approved in advance by the Vice Presidents.
2. For consideration of a special lab or course fee the department must:
 - a. complete a Special Credit Class Charge or Fee Request form, (See Exhibit 1);
 - b. transmit the completed form to the Vice Presidents at least three (3) weeks prior to the proposed charge being applied or the deadline for getting inserted in any upcoming Schedule of Classes;
 - c. receive a fully approved Special Credit Class Charge or Fee Request form back before advertising or transmitting the requested fee to the Registrar for printing in any upcoming Schedule of Classes, or even before printing a brochure or flyer with the special fee noted.
3. All lab or course special fees for a credit class must be approved and then printed in the Schedule of Classes for the charge to be collectable.

SPECIAL CREDIT CLASS CHARGE OR FEE REQUEST

How Much \$ _____ for _____

Effective what date/time period? _____

_____ For a One-Time Activity _____ For the Semester _____ Ongoing

How determined? _____

Does it replace an existing fee (Y/N)? _____

If yes, how much is the existing fee? _____

What will the fee/special charge be used for?

How much money is to be raised? _____ per _____

Vice President for Learning

Date

Vice President for Student Services

Date

Vice President for Business Affairs

Date

Controller

Deposit to: _____ Acct.#