

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES <b>SELF-SUPPORTING CLASS</b>	Policy <b>7.03.07</b>
-----------------------------------	---	--------------------------

### **I. Registration Fees**

Registration fees for self-supporting courses will be set to cover the operating expenses involved in offering the program as well as funds in excess of operating expenses to provide for a reserve. Mark-up for each course will not exceed fifty percent of cost and will be determined based upon current market conditions.

### **II. Operating Expenses**

1. Operating expenses may include the following direct costs:
2. Instructor(s) salary including benefits, travel, course development costs, etc.
3. Instructional supplies and materials.
4. Cost of facilities.
5. Advertising, printing, and postage costs.
6. Equipment associated with the instruction for a self-supporting class.
7. Refreshments.
8. Other costs necessary for and directly assignable to self-supporting classes (could include such indirect costs as administrative/clerical costs, utilities, custodial, and security).

### **III. Reserve**

A reserve would be generated and maintained from income exceeding operating expenses. This reserve could be used for the following:

1. Costs associated with offering FTE earning and self-supporting classes.
2. Replacement and addition of equipment.
3. Program improvement.
4. Other costs that provide benefit to students.

Adopted: January 2014

Revised: April 22, 2014

Reviewed: January 27, 2015; **January 26, 2016**