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## III. POLICIES

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POLICY:

ACADEMIC TECHNOLOGY FEE

Approved a $5.00 per credit hour academic technology fee effective for the Fall 2000 semester; funds to be deposited in the General Operating Trust Fund.

BACKGROUND:

The NEASC report indicated that increased funding was needed for the College to stay current with technology upgrading (hardware and software) and new equipment, plus an expanded IT program, and they recommended the College make a technology plan which would insure adequate technology funding. The BHE also encouraged colleges to review technology funding needs and suggested technology fees be established if needed. There is sufficient financial aid to cover this increase for those students who apply for financial aid.

Refer to Two-Plus-Two Fees for those students in a joint Bachelors Program who have completed sixty (60) credit hours of academic work beyond the developmental level.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
Refund Policy, III-B, Page 36
Two-Plus-Two fees, III-B, Page 43

Board Approval

April 27, 2000
POLICY:

APPLICATION FEE - Eliminated

The Application Fee of $10 for residents and $35 for non-residents was eliminated by the Board at the June 19, 2007 meeting, effective July 1, 2007.

BACKGROUND:

In 1984, the General Court established (Section 37, State Budget - St. 1984, Ch. 234) an Application Fee of $10 for residents and $35 for non-residents, the funds of which were transferred to the General Fund. In accordance with advice from General Counsel, under Chapter 15A, Section 10, the Board of Trustees is authorized to set all fees, or not charge a fee at all. This $10 fee did, and will continue to allow a student to pay the $10 fee once but apply to up to three community colleges. The action by the Board in June 1993 standardized the fee and the charges uniformly applied to all matriculating students, regardless of whether they are enrolled in the day program or through Continuing Education. (Prior to this vote, the fee applied only to day students.) The Board has procedures for the waiver of such fees for indigent applications. Funds generated from the Application Fee are now deposited in the General Operating Trust Fund.

At the June 19, 2007 meeting, the Board eliminated this fee to streamline the fee structure and to make application and assessment process more accessible.

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Board Approval
June 19, 2007
June 24, 1993
September 25, 1984
POLICY:

ASSESSMENT/ADVICEMENT FEE - Eliminated

The Assessment/Advisement Fee of $30 and a $7.00 re-test fee for students who wish to retake one or more sections of the assessment at one time was eliminated by the Board at the June 19, 2007, meeting, effective July 1, 2007.

BACKGROUND:

In 1989, the Testing Fee ($7.00) and the Registration and Advising Fee ($10.00) were consolidated into one fee called Testing/Advisement Fee. Prior to establishing the Registration and Advising Fee, registration and advising was accomplished by volunteer faculty during three days before the Fall semester started. It was not successful for many reasons. By charging a small, one-time fee, faculty were hired to perform the advising and pre-registration function necessary during the summer. This new procedure ensured a more orderly pre-registration process and preparation of better student course schedules. It rewarded students who completed the admissions requirements early and penalized those who delayed; all students having an equal chance at desirable courses regardless of when they completed admissions requirements. The procedure also made possible changes in course offerings as the summer progressed -- add sections of courses that obviously fill too quickly, and delete sections that not needed. Interview schedules were established starting in early June and ran through early August. As soon as a student was accepted and completed the admissions process, he/she was told to call the College and arrange for an interview; the importance of calling early before classes fill up would be emphasized. The purpose of the interview was to determine the student's aims and objectives, strengths and weaknesses, and to prepare a schedule. By that time on-line registration through the Data General computer terminals were possible so that the interviewers had current information on sections available. At the end of the interview the student was enrolled in the classes of his/her choice and the records updated immediately. On April 17, 1990, the budget for Testing/Advisement was revised to allow the College to expend the additional revenues to cover the full cost of the testing/advising process.

In 1993, the policy was revised to include all entering day students and evening students who plan to enroll in courses as stated above, complete the necessary computerized placement test (CPT) and meet with a faculty member or full-time professional staff person for course selection and general advisement. The fee ($30) is necessary to purchase the assessment and pay the advisor salary. A new $7 re-test fee is new and covers the cost of the computerized placement test. A student can re-test each section one time. The name of the fee changed from Testing/Advisement Fee to Assessment/Advisement Fee that is more definitive to the purpose of the fee.

At the June 19, 2007 meeting, the Board eliminated this fee to streamline the fee structure and to make application and assessment process more accessible.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Related Approval
June 19, 2007
June 24, 1993
November 21, 1989
April 17, 1984
POLICY:

AUDIO-VISUAL EQUIPMENT LATE FINES

Approved, effective immediately, the following Audio-Visual daily late charges for equipment borrowed by students:

- Audio Cassettes - $ .50
- Video Cassettes - $1.00
- Audio Cassette Equipment - $2.00
- Spelling Aces - $2.00
- Calculators - $2.00

Funds received from these fines are to be deposited in the Restricted and Designated Trust Fund.

BACKGROUND:

These fees/late fines are to encourage timely return of audio-visual equipment by the students; the borrowing periods vary with the type of equipment.

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Restricted and Designated Trust Fund, III-D, Page 5

Board Approval
October 17, 1996
POLICY:

AUDIT FEE

Sections 1-59 (day courses)
Enrollment of auditors in courses subject to the approval and requirements of the President and/or Dean and the individual faculty member concerned, but not for credit or to take end-of-course examinations. Auditors of classes will be charged a fee equal to the regular tuition for the courses they wish to audit, effective with Fall Semester 1993 enrollments.

Sections 60-99 (evening courses)
Set the fee for auditing courses in the summer or evening divisions the same as the fee charged to take a course for credit at the College.

Funds deposited in the General Operating Trust Fund.

BACKGROUND:

In 1961, the Massachusetts Board of Regional Community Colleges established a policy for auditing a day class with a charge of $21 per semester, per course, an amount equated to the amount usually charged for tuition and fees. This fee had not been changed since 1961. Although very few students formally audit courses during the semester, the special handling procedures require extra staff time. The Audit Fee for the Continuing Education was established by the Massachusetts Board of Regional Community Colleges in 1975, and has not been amended or rescinded since that time. Revenues generated from the evening courses were placed in the Continuing Education Trust Fund. With the change voted on June 24, 1993, the audit fee charge became consistent for both the state-supported and evening students.

Revenue generated from state-supported courses is transferred to the General Fund; revenue from evening students is deposited in the General Operating Tuition Trust Fund, formerly the Continuing Education Trust Fund.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
Refund Policy, III-B, Page 36

Board Approval
June 24, 1993
May 1975
January 1961 (MBRCC)
POLICY:

CHALLENGE EXAM FEE

Reduced the cost of the Challenge Exam Fee to $75.00 ($50.00 to be paid to the faculty member and $25.00 to the College) effective September 20, 1988.

BACKGROUND:

The College’s fee for a student (Continuing Education or day) to take a challenge exam was the equivalent of the cost to take the actual course (full Continuing Education tuition). This fee discourages students from challenging courses and/or poses a financial hardship for many students. The fee of $75.00 reduces the cost to students who wish to challenge courses while still be enough of a charge so that students will not frivolously challenge courses. The existing procedure for a student to take a challenge exam, as approved by the College Meeting, remains in effect. Funds generated by this fee are placed in the General Operating Trust Fund (formerly the Continuing Education Trust Fund.)

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Board Approval

September 20, 1988
POLICY:

CLEP EXAM FEE  
(College Level Examination Program)

Approved, effective immediately, a total charge of $58 per CLEP Exam; $46.00 to be paid direct to Educational Testing Service, and $12 to the College as an administrative fee to be deposited in the General Operating Trust Fund.

BACKGROUND:

All students who register for CLEP exams are required to submit two separate checks with their registration forms. The $44 check is made payable to CLEP and forwarded to ETS at the College Board with the completed exam. Each test center is authorized by ETS to require a $10 non-refundable service fee paid directly to the institution administering the exam to cover administrative expenses. These funds are deposited in the General Operating Trust Fund to cover CLEP expenses such as salaries and supplies. On September 20, 2001, the Educational Testing Service increased their portion of the fee by $2.

RELATED INFORMATION:

The Law, I, Page 43, 45-46  
General Operating Trust Fund, Section III-D, Page 4

Board Approval

October 17, 1996
POLICY:

COMMUNITY RECREATION FEES

Approved, effective immediately, the following fee schedule:

- $30 per hour for the gym for non-profit groups
- $40 per hour for the gym for for-profit groups
- $30 (between one and four hour period) for the tennis courts
- $10 per hour for the pitching machine
- $30 (between one and four hour period) per field

Funds generated from the above are to be deposited in the General Operating Trust Fund.

BACKGROUND:

The above fees cover the costs of salary for administrators associated with the specified use by community groups, both non-profit and for-profit.

RELATED INFORMATION:

The Law, I, Page 43, 45-46
General Operating Trust Fund, Section III-D, Page 4
Facility Use Policy, Appendix G

Board Approval

October 17, 1996
POLICY:

CONTINUING EDUCATION

Special Tuition - NU 130

Increased the tuition and fees for the LPN to RN Educational Mobility in Transition Program from $1,500 to $1,750 effective with enrollments spring semester 1998; funds to be deposited in the Special Programs Trust Fund.

BACKGROUND:

This educational mobility program is an innovative offering of this college and is an integral part of the associate degree nursing program. The eight-week summer course is offered through Continuing Education and must remain self-supporting. It is a high-cost course, requiring some materials and supplies, a very close student-to-faculty ratio, lecture and clinic and seminar components ... twenty-two student contact hours per week. It is an eight-credit clinical nursing course which requires a tuition which will support two faculty for twenty hours each per week. The student contact time is 32 hours per week for eight weeks. The class is limited to twelve students. The curriculum includes didactic instruction on campus and two clinical assignments B one in maternity nursing and one in pediatric nursing. Originally, grant funds were available which allowed a tuition of $401; this was raised to $450 in 1986, and subsequently in 1986 to $1,000 as there was no supplemental funding available. Each year, plans are made to include the course under the State budget; however, the plan has met with no success. Financial Aid is available to students attending this course. The Board has voted to increase the tuition and fees as follows: November 18, 1993, from $1,000 to $1,400 effective summer 1994 enrollments; October 16, 1997, from $1,400 to $1,500 effective summer 1996 enrollments; and October 16, 1997, from $1,500 to $1,750 effective spring semester 1998.

Funds generated from this special tuition are placed in the Special Programs Trust Fund (formerly the Continuing Education Trust Fund.)

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approval
October 16, 1997
June 27, 1996
November 18, 1993
December 16, 1986
April 15, 1986
May 21, 1985
POLICY:

CONTINUING EDUCATION

Special Tuition - TH 130

Increased the special tuition for course TH 130 Emergency Medical Technician, EMT, from $450.00 to $515 effective with the Fall Semester 1989; funds to be deposited in the General Operating Trust Fund.

BACKGROUND:

Course TH 130 Emergency Medical Technician, EMT, is held only at night for EMT's, and a special tuition has been in effect since 1975. The Cape & Islands Emergency Medical Services, Inc. assists in the operation of this class, and financial aid is available to students if they are enrolled in six or more credits. The course works through the Fire Departments in the community.

On May 16, 1989, the Board approved an increase in this program from $395 to $450 effective with the Fall 1989 semester. Since that time, general fee adjustments approved by the Board (New Technology fee, All Purpose fee and State Shortfall fee) were applied to this program; therefore, the increase of $13 per credit on five credits since 1989 is a result of these periodic general increases as applied to this special tuition.

Funds generated from this special tuition are placed in the General Operating Trust Fund (formerly the Continuing Education Trust Fund.)

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
Refund Policy, III-B, Page 36

Board Approval
June 27, 1996
May 16, 1989
POLICY:

CONTINUING EDUCATION

Special Tuition/Fee - Tri-Level Certified Nurse Aide Program

Increased the special tuition for the Certified Nurse Aide program from $800 to $842; funds to be deposited in the Special Programs Trust Fund.

BACKGROUND:

The Certified Nurse Aide Program currently costs the College $92,000 based on an enrollment of 140 students per year (7 cycles, 20 students per cycle). A tuition and fee charge of $600 per student will leave the program with a deficit of $8,000. A request will be made to the Regional Employment Board for funding of $8,000 for the operation of the CNA program plus $20,000 for child care and transportation for needy students enrolled in health occupational programs. When the $600 special tuition was established in 1992, the Certified Nurse Aide Program was to receive funding from the Regional Employment Board, the exact amount not known. At this time, the College is receiving sufficient funds to set the tuition at $480; however, the wording of the policy states $600. In June 1993, the Board voted to revise the policy to read: A special tuition and fee of up to $800 per student enrolling in the Continuing Education Certified Nurse Aide Program effective with enrollments for the Fall Semester 1993.

Due to the many changes in administrative officers in recent years there were many differing interpretations of Board policy. For example, when the $3 per credit New Technology Fee was approved, it was applied to this program. The New Technology Fee was specifically approved by the Board; the program increase was not and in retrospect should have been. Similarly, when the All Purpose Fee was increased by $3, it was applied to this program, but not specifically approved by the Board. The total increase, $6 per credit, applied to each of the seven credits produced the $42 increase referenced above.

Funds generated from this fee will go into the Special Programs Trust Fund (formerly Continuing Education Trust Fund.)

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approval
June 27, 1996
June 24, 1993
June 25, 1992
POLICY:

CULINARY ARTS CERTIFICATE PROGRAM

Establish a special charge (tuition and fees) of $165.00 per credit hour for the Culinary Arts Certificate Program, effective immediately; funds generated from the Program to be deposited in the Special Programs Trust Fund.

BACKGROUND:

This certificate program was proposed and a business plan completed which established the per credit hour cost to make the program self-supporting.

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approval

April 30, 1998
POLICY:

CONTINUING EDUCATION

Special Tuition/Fees - Evening Nursing Program

Increased the special tuition and fees for the evening Nursing Program from $3,000 per semester per student to $3,500 per semester per student, effective with enrollments in the Spring Semester 1998. This tuition will cover courses identified by the NU prefix.

BACKGROUND:

The evening Nursing Program has not been funded by the U.S. Department of Health and Human Services for the academic years 1992-93 and 1993-94; therefore, in order to continue the program which must be self-supporting, the tuition and fees per person must be set at $2,500 per semester. The revenue from the tuition and fees will provide the necessary budget for faculty salaries. There is financial aid available for these students. On November 18, 1993, the Board voted to increase the tuition/fees from $2,500 to $3,000 effective with enrollments for the 1994 class, and on October 16, 1997, the Board voted an increase from $3,000 to $3,500 effective spring semester 1998.

Funds generated from this special tuition and fees are placed in the Special Programs Trust Fund (formerly the Continuing Education Trust Fund.)

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approval

October 16, 1997
November 18, 1993
June 25, 1992
POLICY:

PHLEBOTOMY COURSE TH 123

Established a special charge (tuition and fees) of $812.00, effective immediately, for the Phlebotomy Course TH 123; funds generated from the Course to be deposited in the Special Programs Trust Fund.

BACKGROUND:

The Nursing Department developed the Phlebotomy Course and a budget developed to ensure the course would be self-supporting. This new course is optional and is an add-on to the Tri-Level Certified Nurse Aide Program.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approval
April 30, 1998
POLICY:

CONTINUING EDUCATION

Physical Therapist Assistant Program

Increased the special fee from $250 per credit to $292 per credit for the professional courses of the Continuing Education (non-State supported) Physical Therapy Assistant Program effective with enrollments in the Spring Semester 1998. This fee covers courses identified by the PT prefix. Funds generated from this fee are deposited in the Special Programs Trust Fund (formerly the Continuing Education Trust Fund.)

BACKGROUND:

The Physical Therapy Assistant Program was established in the fall of 1993 with a class of 25 students as a continuing education course of study. All program costs including staff, supplies, books and general education courses were paid through a grant from the Regional Employment Board of approximately $6,000 per student. The present class will graduate in May 1995 and the program has become fully accredited. The new annual program cost of approximately $5,500 per student does not include costs of books, supplies or general education courses. A new class of 22 students is enrolled for the fall 1995 semester. There is no grant funding; the grant has expired. The need for the program is demonstrated by the high employability of graduates. Additionally, it should be noted that for the 22 spaces available in the next cycle, there were 122 applicants, each of whom was fully aware of the probably program cost. The revenue from the regular $40.00 per credit tuition and this special $210 per credit fee will provide the necessary budget for faculty salaries, educational supplies, etc. There is financial aid available for these students.

On June 27, 1996, the Board approved the increase in tuition from $210 to $214 per credit hour effective with enrollments for the Fall 1996 due to the recently approved decrease of $4 per credit in tuition which would result in decreased revenue in this self-supporting program. The increase offset the tuition decrease and did not increase total costs to the student and allowed the program to continue to be self-supporting. The change exactly matched what the Board voted for students generally. On October 16, 1997, the Board voted to increase the special fee from $250 to $292 per credit effective Spring 1998.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Special Programs Trust Fund, III-D, Page 6

Board Approved
October 16, 1997
June 27, 1996
May 18, 1995
POLICY:

DEFERRED PAYMENT PLAN - ADMINISTRATIVE FEE

Established an administrative fee of $20.00 per semester for each student who obtains a deferred payment plan. This non-refundable fee will be effective with registrations for classes in the Fall 1996 semester and be deposited in the General Operating Trust Fund.

BACKGROUND:

This is a standard fee among other schools to cover the cost of administering a credit program for student payments. Outside contractors could administer these plans for $30.00 per semester; at present, the College absorbs this entire cost. Since this credit program is open to all students, there is no incentive to pay in full when the bill is due. As a result, there are many more students or payment plans than necessary, which results in lower cash flow for the College and reduced interest income. There are also substantial bad debts from students who do not pay.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Board Approval
March 28, 1996
POLICY:

DENTAL CLINIC USER FEES

Established Dental Clinic User Fees effective in the Spring 2000 semester; funds generated to be deposited in the Restricted and Dedicated Trust Fund.

These fees are those established in the Massachusetts Dental Society Fee Schedule Dentistry for All and are subject to change if the Mass. Dental Society Fee Schedule changes.

BACKGROUND:

The dental clinic user fee practice and structure are similar to that of the other Massachusetts community colleges which offer Dental Hygiene programs. This fee enhances the College’s Dental Hygiene program, provides Cape Cod underserved patients with dental care through MA Health and Dentistry, and subsidizes the additional costs of supplies, instruments, and dental laboratory fees for a fourth-year dental student from Boston University who will be working in the clinic.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Restricted and Dedicated Trust Fund, III-D, Page 4

Board Approval

June 24, 1999
POLICY:

DENTAL HYGIENE PROGRAM FEE

Established a Dental Hygiene Program Fee of $50.00 per semester effective with the academic year 1995/96. The purpose of the fee is to maintain, upgrade and purchase equipment for the Dental Hygiene Program. Funds generated from the Dental Hygiene Program Fee are deposited in the Restricted and Designated Trust Fund.

BACKGROUND:

The on-going budgetary constraints resulted in a considerable amount of deferred maintenance in the dental clinic. The result was to compromise patient safety, lab operation and accreditation. This fee is payable with tuition, is non refundable after the first clinical day of class, and commenced for all dental students enrolling in the academic year 1995-96.

RELATED INFORMATION:

The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Restricted and Designated Trust Fund, III-D, Page 5

Board Approval

May 18, 1995
POLICY:

DISTANCE LEARNING MAILING FEE

Reduced the Distance Learning Mailing Fee from $85.00 to $35.00 per semester per course enrollment for students who receive tapes through the mail, effective with Spring '97 enrollments. Funds generated from the Distance Learning Mailing Fee are deposited in the General Operating Trust Fund (formerly Continuing Education Trust Fund.)

BACKGROUND:

The distance learning initiative increased its enrollments from 15 in the Spring '93 to 111 in Spring '95. At that time there were six courses offered each semester; two additional courses being produced each semester resulting in twenty mailings per week. These taped courses are designed to serve students who are unable to attend regularly scheduled campus classes due to geographical and time constraints. Students usually receive programs at home through locally scheduled cable television broadcasts. Many students are unable to access these programs because they live in areas without cable service or the broadcast times do not match their schedules. As a result, the College mails each of these students a weekly tape and pays the full cost of two-way mailing and processing. Those who need the extra service indicated they were willing to pay this fee as it represents a legitimate cost specific to their enrollment.

The $85 original mailing fee adopted by the Board on May 18, 1995, covered the cost of mailing fourteen individual tapes to students who did not live in a broadcast area. The number of tapes was reduced to five due to re-engineering our duplication system. Therefore, the cost of mailing five tapes, including clerical and packaging, is $35 and charged only to those students who live outside our broadcast area or cannot pick up tapes every three weeks. The funds are deposited in the General Operating Trust Fund. On October 17, 1996, the Board voted to reduce the original fee of $85.00 per semester per course enrollment to $35.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
General Operating Trust Fund, III-D, Page 4

Board Approval
October 17, 1996
May 18, 1995
POLICY:

DISTANCE LEARNING TAPE REPLACEMENT FEE

Approved, effective with Spring '97 enrollments, a charge of $25.00 per tape for lost distance learning tapes; funds to be deposited in the General Operating Trust Fund.

BACKGROUND:

Students who do not return mailed tapes should pay for replacements, which cost approximately $25. This fee serves as an incentive for students to return tapes. The funds are deposited in the General Operating Trust Fund.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
General Operating Trust Fund, III-D, Page 4

Board Approval

October 17, 1996
POLICY:

**FACILITY USE POLICY - ADMINISTRATIVE FEE**

*Non-Profit Organizations*

Revised the Administrative Fee charged each non-profit organization for each event/function reserved on the main campus to:

a) $50 per day for one to four hours per room per function
b) $100 per day over four hours per room per function
c) $125 per day per room when admission is charged
d) $200 per day per use of the Theater when no admission charged for event
e) $300 per day per use of Theater when admission is charged

The above are effective July 1, 2007, and events already booked are grandfathered. Funds from a) and b) are deposited in the General Operating Trust Fund; funds from c) and d) are deposited in the Restricted and Designated Trust Fund. Waivers of said fee to be granted by the President or his designee.

BACKGROUND:

The College established a Facility Use Policy on March 26, 1992. On May 19, 1994, the Board voted an administrative fee of $10 for each event/function reserved by non-profit organizations on the main campus to help partially fund an additional staff member to handle community and any special College function bookings. This function was originally handled as one-third of a professional staff member's workload, and has grown to sixty percent. Community use evolved from 40-50 bookings per year during the 1970s to approximately 1,100 per year. This fee is not to be considered a rental fee, but is to partially fund the Coordinator's position which handles the billing for all use of facilities. The Administrative Fee for non-profit organizations is applicable only to non-profit groups and is in addition to the existing schedule of charges for services related to facility use. Commencing with FY '95, the recommended fee would not apply to the Community Recreation fee structure.

On September 19, 1996, the Board voted to revise the rates as indicated above as the amounts were extremely low relative to other colleges, many of whom still charge two and three times the rate recommended. The theater equipment is very costly and must be replaced more often when used by outside groups. In May 2000, the fees were again increased. In June 2007, the fees were again increased.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Facility Use Policy, III-A, Page 11
Handling Charge for Checks Returned, III-B, Page 29
Facility Use Policy, Appendix G
General Operating Trust Fund, III-D, Page 4
Restricted and Designated Trust Fund, III-D, Page 5

**Board Approval**

June 19, 2007
May 18, 2000
September 19, 1996
May 19, 1994
POLICY:

FACILITY USE POLICY - ADMINISTRATIVE FEE
Profit-Making Institutions/Business

Revised the "Facility Use Policy - Administrative Fee" per individual space booked by profit-making institutions/business to:

a) $500 per day use of Theater when admission is charged
b) $125 per half day (up to 4 hours), and
c) $200 per day (up to 8 hours).

Revenue from said administrative fee to be deposited in the General Operating Trust Fund; fee effective immediately, with functions already scheduled grandfathered. Waivers of said fee to be granted by the President or his designee.

BACKGROUND:

The College established a Facility Use Policy on March 26, 1992. The College had been approached by a number of companies and/or individuals requesting the use of College facilities for programs that would be for-profit. There was no policy on use of facilities by for-profits other than to designate their status (last) in the priority listing of users. The State-set rental fees revert to the State completely. The Administrative Fee brings monies into the College, and are deposited in the General Operating Trust Fund.

During FY95, there were few bookings by profit-making groups, and it was felt that the flat rate of $40 per hour was a deterrent to private businesses inquiring about use of campus facilities. By offering a quantity discount, the College extended a more equitable arrangement to private businesses in the community that is consistent with market practices for room rentals. Changes in procedures required that all groups, profit or non-profit, using College facilities present any public announcements or advertisements to the Facilities Use Coordinator at least 24 hours in advance; thereby monitoring the appropriateness of advertisements and announcements of all events held by outside groups. The Board voted on June 29, 1995 to revise the Administrative Fee of $40.00 per hour per individual space booked by profit making institutions/businesses as indicated above; revenue from said fee to be deposited in the General Operating Trust Fund; fee to be effective immediately. In May, 2000, the Board approved minimal increases to cover increasing operational and administrative costs.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Facility Use Policy, III-A, Page 11
Handling Charge for Checks Returned, III-B, Page 29
Facility Use Policy, Appendix G
General Operating Trust Fund, III-D, Page 4

Board Approval
June 19, 2007
May 18, 2000
June 29, 1995
September 23, 1993
POLICY:

FACILITY USE POLICY - HOURLY RATES FOR PERSONNEL

Revised the existing hourly rates charged for personnel costs for non-College events arranged by the Facilities Use Director, to:

- Event Administrator (four hour minimum) - $40/hr
- Technical Director (three hour minimum) - $40/hr
- Custodians (four hour minimum) - $30/hr
- Technical Assistants - $15 per hour
- Security - $12 per hour
- EMT - $20 per hour (3-hour minimum)
- Electrician - $30 per hour (4-hour minimum)

Revenue from said fees to be deposited in the General Operating Trust Fund for personnel expenses. Waivers of said fees to be granted by the President or his designee.

BACKGROUND:

The College established a Facility Use Policy on March 26, 1992. Prior to July, 1995, 100% of the monies collected from outside groups for personnel expenses were paid-out to the employees, and the requested increases allowed for maintaining the same rate of pay to the employees while 12.5% of revenues collected were retained in the General Operating Trust Fund. The intent of that proposal was to establish a modest financial contribution to the General Operating Trust Fund for the continued maintenance of community services. On June 29, 1995, and October 17, 1996, the Board voted increases to the hourly rates to be in line with union contracts.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Facility Use Policy, III-A, Page 11
Handling Charge for Checks Returned, III-B, Page 29
Facility Use Policy, Appendix G
General Operating Trust Fund, III-D, Page 4

Board Approval
June 19, 2007
October 17, 1996
June 29, 1995
March 26, 1992
POLICY:

FACILITY USE POLICY - NON-REFUNDABLE DEPOSIT
Main or Studio Theater

Established a $50.00 non-refundable deposit for all outside groups, whether profit or non-profit, when reserving the Main Theater or the Studio Theater. The reservation is to be held for ten days pending receipt of said deposit, which is deposited in the Restricted and Designated Trust Fund and applied towards the expenses incurred by that group's event. Said non-refundable deposit is effective for events held beginning September 1, 1995. Waiver of deposit requirement to be granted by the President or his designee.

BACKGROUND:

The College established a Facility Use Policy on March 26, 1992. Prior to September 1, 1995, the Main Theater or the Studio Theater was reserved without monetary deposit or other risk by outside groups, with no payment required until 10 days prior to the date of the event. On occasion, reservations were denied based on a previous booking which was later canceled without sufficient time to be re-scheduled. On June 29, 1995, the Board voted a requirement of a $50.00 non-refundable deposit to promote fairness for all groups reserving the Main Theater or Studio Theater, the deposit being a representation of commitment and purposeful intent.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Facility Use Policy, III-A, Page 11
Handling Charge for Checks Returned, III-B, Page 29
Facility Use Policy, Appendix G
Restricted and Designated Trust Fund, III-D, Page 5

Board Approval
June 29, 1995
POLICY:

FACILITY USE POLICY - OFF-HOUR ENERGY CHARGE

Revised the energy charge for the off-hour use of College facilities from $110.00 for four hours per energy zone to the following:

<table>
<thead>
<tr>
<th>Time of Year</th>
<th>Rate per hour per heating zone (4-hour minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-October - December 31</td>
<td>$1.15</td>
</tr>
<tr>
<td>January 1 - March 31</td>
<td>$1.35</td>
</tr>
<tr>
<td>April 1 - May 15</td>
<td>$1.05</td>
</tr>
</tbody>
</table>

Locations with Multiple Charges

- Grossman Commons: Zones 2 + 3 (Cafeteria) Multiply by 2
- Physical Education: Zone 1 (Gym) Multiply by 4
- Tilden Arts Center: Zone 4 (Lobby) Multiply by 2
- Tilden Arts Center: Zone 5 (Main Theater) Multiply by 5

The following groups are to be assessed this charge:
- Non-CCCC Classes (The charge is to be reflected in the use contracts)
- CCCC Clubs - special activities only
- For-Profit Groups
- Non-Profit Groups
- All fundraisers, seminars, conferences, fairs, etc.

The following groups are not to be assessed this charge:
- CCCC Classes
- CCCC Clubs - Regular activities

While applicable energy charges will not be waived, the College will work with organizers to minimize these fees by reserving minimal areas within energy zone patterns.

BACKGROUND:

The College established a Facility Use Policy on March 26, 1992. All campus spaces are heated on class days from 7 a.m. to 3 p.m. Monday through Friday (regular energy schedule.) At all other times heat is provided by reservation only through a class schedule or the Facilities Use Office (off-hours energy schedule.) Commencing in the summer of 1989, charges for heat were implemented. On July 1, 1991, a charge of $110.00 for four hours per energy zone for off-hour usage of College facilities was implemented. On April 25, 1996, the Board approved revising the rates. With the revised schedule, the College's cost of energy continues to be covered and energy charges are fairly assessed according to the type of group using the facility.

RELATED INFORMATION:
- The Law, I, Page 43, 45-46
- Facility Use Policy, III-A, Page 11
- Handling Charge for Checks Returned, III-B, Page 29
- Facility Use Policy, Appendix G
- General Operating Trust Fund, III-D, Page 4

Board Approval
April 25, 1996
POLICY:

FACILITY USE POLICY - SPECIAL ARRANGEMENT FEES
Profit or Non-profit Organizations

Revised the following Special Arrangement Fees for both profit and non-profit groups using College facilities:

1. an Instructional Media Services fee of $15 per hour;
2. room set-up fees of
   - $10 for a conference or classroom,
   - $20 for the Arts Center Lobby or C-106, and
   - $50 for the cafeteria or use of acoustical shell.
3. Teleconference Fee for outside users of $50
4. Configuration fee for any lab used that will require existing configuration and software load - $500
5. Configuration fee for any lab used that will require unique configuration or software load - $1000
6. Hourly User Fee - $125/hr
7. Printing fee – per page charge
   - a. Black and white 8.5x11 - $.50/page
   - b. Color 8.5x11 - $2.00/page
   - c. Color 11x17 - $5.00/page
   - d. Plotter - $25.00/page

Revenue from said fees to be deposited in the General Operating Trust Fund. Revenue transfers to be made quarterly to the Instructional Media Services and Facilities budgets at the rate of 87.5% of said income. Special Arrangement Fees for Instructional Media Services and Facilities are effective with services provided for events beginning September 1, 1995. Due to the increased cost of maintaining and re-tuning the College’s satellite dish, the Board authorized a Teleconference Fee effective October 17, 1996, which pays for periodic re-tuning of the satellite dish. Waivers of said fees to be granted by the President or his designee.

BACKGROUND:
The College established a Facility Use Policy on March 26, 1992. The Board approved fees (1) and (2) above on June 29, 1995. Prior to that time, outside groups were provided the use of audio/visual equipment or a special arrangement of tables and chairs at no extra charge. Whereas there is an expenditure of College personnel time associated with these services, the requested fees provided financial reimbursement to the College for these services. The intent of these fees was to maintain the self-supporting nature of the community services provided within the General Operating Trust Fund. On October 17, 1996, the Board approved the $50 teleconference fee for outside users ... both profit and non-profit groups. On June 19, 2007 the Board revised the fee schedule.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Facility Use Policy, III-A, Page 11
Handling Charge for Checks Returned, III-B, Page 29
Facility Use Policy, Appendix G
General Operating Trust Fund, III-D, Page 4

Board Approval
June 19, 2007
October 17, 1996
June 29, 1995
POLICY:

GENERAL EQUIVALENCY DIPLOMA (GED) TEST FEES

DOE increased the per battery of tests charged to each person taking the GED Tests to $55.00. The charge to retake any of the tests was increased to $7.00 from $5.00. Funds deposited in the General Operating Trust fund.

A charge of $5.00 for the "Certificate" is paid and transmitted to the General Fund.

BACKGROUND:

In 1968, the Massachusetts Board of Regional Community Colleges allowed a charge for GED Tests of $2 per test; $10 per battery. Subsequently, the amounts were changed to $25.00 to take the battery of tests, and $5.00 to retake the English test and $3.00 to retake the other tests. On March 28, 1996, the Board voted to increase the charge from $25 to $35 for the battery of tests, with an additional charge of $7 for the retaking of any of the tests. Commencing March 28, 1996, funds generated from the GED tests are deposited in the General Operating Trust Fund; prior to that time it was the Continuing Education Trust Fund. The $5 "Certificate" cost continues to be transmitted to the State's General Fund.

The GED Testing Program in Massachusetts is under the jurisdiction of the Massachusetts Department of Education. We were notified on September 17, 2001, of increased costs associated with the GED Testing Program by the GED Testing Service of American Council on Education. To help counteract the increased costs, DOE increased the fee on August 1, 2001, to $55.00 per battery with another anticipated $10 increase July 1, 2002.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
POLICY:

GENERAL FEE

Approved increasing the $98.00 per credit hour fee to $107.50 per credit hour effective for the Fall 2007 semester.

Note: Separate Two-Plus-Two Fees have been established for those students in the Two-Plus-Two programs who have completed sixty (60) credit hours of academic work beyond the developmental level.

BACKGROUND:

In accordance with Chapter 15A, fees are established by the Board of Trustees. Over the years, there were three main student fees... All Purpose Fee, New Technology Fee and State Shortfall Fee. On June 27, 1996, the Board voted to consolidate those fees into one amount to be called Local Tuition B which is charged to both day and evening students, and funds generated deposited in the General Operating Trust Fund. On May 16, 1996, the Board voted to set Local Tuition B at $51 per credit hour. In June, 1996, the Board voted a special Local Tuition/Fee Reduction Policy, which was rescinded September 22, 1998. Effective with Spring '98 enrollments, fees were reduced from $50.50 to $57.75 per credit hour. On September 22, 1998, the Board voted to found the $47.75 per credit hour to $48.00 per credit hour effective with Spring '99 enrollments. On June 26, 2001, the Board approved a $5 increase. On December 20, 2001, due to State budget reductions, the Board voted a $10 per credit hour increase effective with Spring 2002 enrollments. On May 23, 2002, due to continuing budget reductions, the Board voted a $14 per credit hour increase effective with the Fall 2002 enrollments. On June 24, 2004, the Board voted a $16 increase to $98 per credit hour, effective with the Fall 2004 enrollments. On June 19, 2007, the Board voted a $9.50 to increase to $107.50 per credit hours, effective with the Fall 2007 enrollments.

Refer to Two-Plus-Two Fees for those students in a joint Bachelors Program who have completed sixty (60) credit hours of academic work beyond the developmental level.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Tuition, III-B, Page 41
General Operating Trust Fund, III-D, Page 4
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36
Two-Plus-Two Fees, III-B, Page 43

Board Approval
June 19, 2007
June 24, 2004
May 23, 2002
December 20, 2001
June 26, 2001
September 22, 1998
September 25, 1997
June 27, 1996
POLICY:

HANDLING CHARGE FOR RETURNED CHECKS
(for insufficient funds)

Adopted, effective October 15, 1992, the Commonwealth's handling charge of $15.00 for checks returned for insufficient funds. Such charge shall apply against the payer of any check or other negotiable instrument made payable to the Commonwealth of Massachusetts or any agency thereof which is dishonored for insufficient funds, uncollected funds or for any other reason. Funds collected from this charge will be deposited in the College's General Operating Trust Fund.

BACKGROUND:

The Commonwealth of Massachusetts adopted a returned check charge of $15.00 (for the purposes stated in the above policy) which became effective on June 30, 1992. Due to the time spent by the Business Office to process and collect on checks which have been returned by the bank for insufficient funds, account closed and uncollected funds, the Board adopted the Commonwealth's policy. (From January to mid October 1992, 141 checks were returned.) It is understood that the charge will not deter someone from issuing a bad check; however, the charge will help reimburse the College for the time spent.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Returned Checks, III-A, Page 16
General Operating Trust Fund, III-D, Page 4

Board Approval

October 15, 1992
POLICY:

HEALTH PROMOTION RESOURCE CENTER MEMBERSHIP FEE

Approved, effective immediately, $25.00 per year membership fee to the Health Promotion Resource Center; funds to be deposited in the General Operating Trust Fund.

BACKGROUND:

This membership fee is charged to health-related groups and individuals. The Center promotes the continuing education of community health agency personnel. Members borrow equipment and materials. There are approximately twenty-five members as of this date (October 17, 1996).

RELATED INFORMATION:
The Law, I, Page 43, 45-46
General Operating Trust Fund, III-D., Page 4

Board Approval

October 17, 1996
POLICY:

LIBRARY FEES/FINES

Approved, effective immediately, the following fees and fines:

- $.10 per day ($.50 per week) late book fine; one grace day and a $10 maximum charge
- $40 replacement book fee for a circulating book
- $80 replacement book fee for a reference book
- $.15 per transparency charge
- $.60 per 22x28 posterboard charge
- Exact cost of a roll of film
- $5 per video cassette copy
- $.10 per photo copy

funds to be deposited in the Restricted and Designated Trust Fund.

BACKGROUND:

The late book fines have been established to encourage the timely return of books. The costs for replacement of lost books includes a $5 processing cost. The charges for specific material are to provide students low-cost access to materials and allow the College to recoup the cost.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Restricted and Designated Trust Fund, III-D, Page 5

Board Approval
October 17, 1996
POLICY:

LIFE FITNESS FINES

Approved, effective immediately, the following fines:

$5 per lock
$3 per towel

funds to be deposited in the General Operating Trust Fund.

BACKGROUND:

The fees above cover the cost of replacing locks and towels which are not returned. The funds are deposited in the General Operating Trust Fund.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
General Operating Trust Fund, III-D, Page 4

Board Approval
October 17, 1996
POLICY:

MASTER’S ROWING PROGRAM FEE

Established a fee of $50 per person, effective February 1, 1998, to join a Masters Rowing Program. The fee is to be deposited in the General Operating Trust Fund, Community Recreation account, and is to cover the costs of an Administrator to oversee the Program.

BACKGROUND:

In accordance with Chapter 15A, fees are established by the Board of Trustees. The Department of Health and Human Services established a Masters Rowing Training Center through the Community Recreation Program. The Program offers College students, staff and community citizens an opportunity to train for the rowing season. The program will include an instructor/administrator and offer rowing techniques, including workouts and tapes, and run for five weeks on Saturdays. A minimum enrollment of eight participants is required for each five-week program in order for the program to run. The $50.00 fee covers the cost of an instructor/administrator to oversee the program and the program will not run if the minimum number has not enrolled. A side benefit for the rest of the College is the Life Fitness Center would be open on Saturdays for our students, faculty, staff and alumni.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
General Operating Trust Fund, III-D, Page 4
Handling Charge for Checks Returned, III-B, Page 29
Refund Policy, III-B, Page 36

Board Approval

January 22, 1998
POLICY:

NON-REFUNDABLE DEPOSIT

A $35 non-refundable deposit is required of all students entering the College via the Admissions Office or as counter registrants to hold a place in class. Said deposit will be applied to the student's fees upon completion of registration and payment of tuition and fees. Said deposit will be payable on or after May 1 for the Fall Semester and on or after December 1 for Spring Semester as stated in the National Association of College Admissions Counselors Statement of Principles of Good Practice.

BACKGROUND:

During the 1970s, the Massachusetts Board of Regional Community Colleges (MBRCC) instituted a non-refundable tuition deposit of $35.00 for incoming freshmen that was remitted to the State General Fund. Prior to enactment of this policy, this deposit was retained by the colleges. Since the creation of the Board of Regents by the General Court, most of the community colleges, by resolutions of their Boards of Trustees, reverted to a general non-refundable deposit which is retained by the colleges.

This procedure avoids the duplicate paperwork of first remitting the tuition deposit of $35.00 to the State General Fund and subsequently sending the remainder of the tuition to the General Fund. In addition, this new general college non-refundable deposit for no-show applicants would become available for use by the College for educational purposes. At the time, it was the intent of this policy that such deposits would be remitted to the Laboratory Fee Trust Fund exclusively.

The language adopted by the Board in 1993 treats all students equitably. Funds generated remain at the College ... state-supported student monies were deposited in the Laboratory Fee Trust Fund, and Continuing Education student monies deposited in the Continuing Education Trust Fund. The Continuing Education Registration fee is to be refundable under the above policy.

With the consolidation of various fees, the funds generated from the Non-Refundable Deposit are deposited in the General Operating Trust Fund.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Board Approval
August 3, 1993 (E.C.)
April 15, 1986
POLICY:

NURSING PROGRAM FEE

Increased the Student Nursing Program Fee from $20.00 per academic year to $25.00 per semester effective with the academic year 1991/92.

BACKGROUND:

Nursing students have several additional expenses as they progress through the Nursing Program. Two of these expenses each year are the Liability Insurance ($24.00) and the National League for Nursing Testing ($6.00). Prior to establishing the above policy, the nursing students submitted checks to the Program Coordinator, who then forwarded them to the Business Office for deposit. Therefore, this new policy is not an additional cost to the nursing students, but a better system of payment, relieving the Program Coordinator and Division Secretary from collecting money, facilitating the accounting and paperwork for the Business Office, and decrease the opportunity for theft.

In 1985, the Board established a $20.00 Fee for all Nursing students enrolled in the Nursing Program, to be used solely to cover the cost of liability insurance and National League for Nursing Testing. The fee is payable with tuition, is non refundable after the first clinical day of class, and commenced with nursing students enrolling in the academic year 1985-86. In 1991, the fee was increased to $25.00 per semester (or $50 per year) to cover increased insurance and tests. On June 27, 1996, the Board voted to expand the usage of this fee to include preparation for testing.

Funds generated from this fee are placed in the Restricted and Designated Trust Fund.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
Restricted and Designated Trust Fund, III-D, Page 5

Board Approval
June 27, 1996
June 25, 1991
May 21, 1985
POLICY:

REFUND POLICY

Revised the refund policy for tuition and fees for all credit courses, effective with 1998 fall semester courses to the following language:

Students who withdraw from the College, for any reason, are granted a refund of tuition and fees according to the schedule below:

Prior to and by Friday of the first full week of classes 100% (less $35 non-refundable deposit)
During the second full week of classes 50%
After the second full week of classes 0%

Students receiving Federal Financial Aid may be eligible for a refund of tuition and fees beyond the time period specified in this policy, and the Financial Aid Office should be contacted by the student for specific refund information.

BACKGROUND:

At the time the All Purpose Fee was originally established by the Board, a Refund Policy was also established. Due to confusion by both students and the Business Office Staff, one refund policy was established; therefore, the policy was revised in 1989. The policy was updated September 17, 1991, to reflect the Emergency Student Fee in the refund policies, and to rename the "All Purpose Fee Refund Policy" to "Refund Policy". In 1993, the Board passed language which allowed the College to comply with federal and state laws; and effective with Spring 1994 enrollments, the Board clarified the time limit on the 100% and 50% refund period only. In 1996, the policy was updated due to the establishment of Local Tuition A and B, and the consolidation of some fees. The above policy was clarified and voted in February, 1998, to eliminate confusion and penalties that may be imposed for students registering for classes after the 100% refund date passed. The Tuition/Fee Labeling Policy was rescinded in September 1998, and the terms tuition and fees are now used.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Non-Refundable Deposit, III-B, Page 34

Board Approval
February 26, 1998
August 3, 1993 (E.C.)
June 24, 1993
September 17, 1991
November 21, 1989
May 22, 1984
March 20, 1984
June 21, 1983
POLICY:

STUDENT CLUB MEMBERSHIP FEE
(for non-students)

Approved, effective immediately, a membership fee for non-students of $35 plus trip expenses; funds to be deposited in the individual Student Club's budget.

BACKGROUND:

Approximately three years ago the question of community participation in clubs was discussed by the Student Senate. They, and the Director of Student Development, felt it was good public relations for the College to allow community citizens to be involved in activities, but they should pay a fee comparable to what our students are paying for these same activities. This practice is followed in the majority of our sister institutions that allow outside participation. The fee goes to the specific club that the individual joins.

RELATED INFORMATION:
The Law, I, Page 43, 45-46

Board Approval

October 17, 1996
POLICY:

STUDENT ID REPLACEMENT CARD FEE

Approved, effective immediately, a $2 charge for each replacement ID card; funds deposited in the Student Activity Program Board budget.

BACKGROUND:

At certain times, especially when Financial Aid disbursements are made, students who have left their ID card at home line up at the Student Development office requesting a new card which costs approximately $1; hence the fee is to discourage students from requesting a new card each time they forget theirs. This practice is carried on in all of our sister community colleges. The fee goes to the general Student Activity Program Board.

RELATED INFORMATION:
The Law, I, Page 43, 45-46

Board Approval
October 17, 1996
POLICY:

TRAFFIC VIOLATION FEE
Supplemental Fee

Increased the Traffic Violation supplemental fee from $20 to $30 assessed to those recipients of College traffic fine(s) which have not been paid and have been sent to the Registry of Motor Vehicles for appropriate action, effective July 1, 1992.

BACKGROUND:

On March 16, 1982 and February 15, 1983, the Board of Trustees approved the Traffic Rules and Regulations and fine structure for Cape Cod Community College. Tickets are issued to traffic violators and the fines collected are retained by the College for scholarships (versus being sent to the General Fund). Under the procedure adopted by the Board on November 19, 1985, the College notifies the Registry of Motor Vehicles of those persons who have not paid their fines. The Registry would take the appropriate action to ensure payment. In instituting this procedure, the additional costs involved were:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Notices from Datamatrix</td>
<td>1.95</td>
</tr>
<tr>
<td>Cost of Registry Form</td>
<td>.20</td>
</tr>
<tr>
<td>Added handling charge at College</td>
<td>7.85</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20.00</strong></td>
</tr>
</tbody>
</table>

($30 7/1/92)

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
Traffic, III-C, Pages 1-5

Board Approval

August 25, 1992
November 19, 1985
POLICY:

TRANSCRIPT FEE - Eliminated

At the June 19, 2007 meeting, the Board of Trustees eliminated the $2.00 per transcript fee.

BACKGROUND:

Transcript fees were originally set in 1964 by the Massachusetts Board of Regional Community Colleges and adopted by each succeeding governing board of the college. That charge was $1.00 per transcript for a matriculating student ... the first transcript was free. For evening students (non matriculating), the charge was $1 per transcript. Under this policy of one free transcript and a $1 charge for each transcript thereafter, the College collected $5,000 in FY94. On average, 600 official and 100 unofficial (free) staff requests were received each month for an annual total of 8,400 transcript requests. Measuring the $5,000 in revenue against the direct expenses of transcript processing, the College lost $17,236 in FY94. Indications were that the transcript fee adopted by the Board on May 18, 1995, would generate about $13,000 per year, shrink our loss to about $4,000 annually and fall in line with transcript fees at other state institutions.

On June 19, 2007, the Board eliminated this fee to streamline the fee structure.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4

Board Approval

May 18, 1995
June 19, 2007
POLICY:

TUITION

Reduced Tuition (sections 40-99,) effective with Fall '99 enrollments from $31.00 per credit hour to $28.00 per credit hour; effective with Spring '99 enrollments; revenue to be deposited in the General Operating Trust Fund.

BACKGROUND:

Tuition: State tuition is set by the Board of Higher Education (formerly the Higher Education Coordinating Council). For FY '97 the tuition on State-supported classes (sections 1-39) was reduced by 10% -- from $40 to $36 p.c.h. In order to maintain equality among student charges regardless of State or local support, the tuition on locally-supported courses was proposed to be reduced by 10% -- from $40 to $36 p.c.h. On September 25, 1997, September 28, 1998, and May 20, 1999, the Board voted to reduce Tuition from $36 to $34 p.c.h.; $34 to $31 p.c.h., and from $31 to $28 p.c.h. respectively, in accordance with the reduction set by the BHE.

Refer to Two-Plus-Two Fees for those students in a joint Bachelors Program who have completed sixty (60) credit hours of academic work beyond the developmental level.

RELATED INFORMATION:
The Law, I, Page 43, 45-46
Handling Charge for Checks Returned, III-B, Page 29
General Operating Trust Fund, III-D, Page 4
Refund Policy, III-B, Page 36
Two-Plus-Two fees, III-B, Page 43

Board Approval
May 20, 1999
September 28, 1998?
September 22, 1998
September 25, 1997
June 27, 19969
May 16, 1996
POLICY:

TUITION WAIVER POLICY - STUDENTS

Eligibility Criteria
1. Must be enrolled as an undergraduate student in courses for which the tuition revenues revert to the Commonwealth.
2. Must meet the eligibility criteria as defined in the Student Financial Aid Handbook, Chapter 2, Sections 1a, 1b, 1e.
3. Must be a Legal Resident of the Commonwealth.
4. Must have applied for a Pell Grant.
5. Must demonstrate financial need as defined by Federal Financial Aid Regulations.

Awarding Procedure
1. Tuition waivers shall be awarded on a semester basis for either partial or full tuition.
2. Waivers may not exceed four semesters for an individual student unless approved by the Financial Aid & Scholarship Committee and the President of the College.
3. Ten percent (10%) of the annual tuition waiver allotment shall be held in reserve for hardship and emergency cases.
4. Whenever possible, waivers shall be awarded prior to the student billing process.
5. Tuition waiver applications shall be completed in the Financial Aid Office and forwarded to the College Business Office. Copies shall be maintained in the student's financial aid file.

Business Office Procedure: Tuition Waiver Policy
1. Tuition waivers after approved are to be sent to the Bursar's section at the Business Office.
2. A separate listing is to be prepared by the Business Office weekly.
   a. The student's account is to be credited and the records are to be forwarded to the Business Office Computer Operations.
   b. A tuition waiver report is to be issued monthly to the Financial Aid Office.
3. The Financial Aid Office will notify the Computer Center for inclusion in their billing procedure.

Reporting
All data maintained for reports shall be kept in the Financial Aid Office. This shall be forwarded to the Business Office at the end of each academic year or upon request by the Executive Vice President of Administration and Finance. Reports will be completed by the Executive Vice President and forwarded to the Board of Higher Education.

BACKGROUND:
The Board of Regents passed a tuition waiver policy, the implementation of which was written locally, encompassing the guidelines issued by the Regents as well as procedures necessary to meet the needs of our College. Due to time constraints, the Executive Committee of the Board of Trustees passed the policy on July 7, 1981, which was ratified by the full Board on September 15, 1981.

RELATED INFORMATION:
The Law, I, Pages 36, 43

Board Approval
September 15, 1981
July 7, 1981 (E. C.)
TUITION WAIVER
COMMONWEALTH SEPTEMBER 11, 2001, TRAGEDY TUTION WAIVER

POLICY:

The Board of Higher Education hereby amends the Tuition Waiver Program Guidelines originally adopted December 17, 1991 (EA-92-2) by adding Section T, Commonwealth September 11, 2002, Tragedy Tuition Waiver (see Appendix R). Further, the Board Higher Education requests that public higher education institutions develop waiver programs for eligible students as defined in Appendix R that would provide a 100 percent tuition waiver for any non-state supported course or program offered by such public college or university.

RELATED INFORMATION:

The Law I, Page 12

Approved by the BHE

October 2, 2001
POLICY:

**TWO-PLUS-TWO FEES**

Approved fees at $62.75 per credit hour for students in a joint Bachelors Program who have completed sixty (60) credit hours of academic work beyond the developmental level; funds generated to be deposited in the General Operating Trust Fund.

A separate Two-Plus-Two Fee has been established for those students in the Two-Plus-Two programs who have completed sixty (60) credit hours of academic work beyond the developmental level.

(Note: Whenever Tuition or Fees change, these charges change accordingly.)

BACKGROUND:

At the time the Board approved the establishment of a Two-Plus-Two Program with Suffolk University, a special Fee (Local Tuition B) was established at $62.75 per credit hour, which is in addition to the Tuition (Local Tuition A) of $34.00. In accordance with the agreement with Suffolk University, the initial Cape Cod tuition rate is $81.75 per credit hour through a student’s first sixty hours and $96.75 per credit hour thereafter, and the initial Suffolk tuition rate is $252 per credit hour. The course tuition is charged at the rate set by the institution which employs the course instructor.

The tuition and fees labeling policy established June 27, 1996, using Local Tuition A and Local Tuition B, was rescinded on September 22, 1998; the terminology now used is tuition and fees, and this policy has been updated due to the new terminology.

RELATED INFORMATION:

The Law, I, Pages 43
Tuition, III-B, Page 41
Two-Plus-Two Agreement(s), III-A, Page 35
Two-Plus-Two Agreement(s), Appendix R
General Operating Trust Fund, III-D, Page 4

Board Approval

February 26, 1998