

Procedure 4.0501

Self-Support Procedure

In accordance with the State Board Policy 23 NCAC2D.0022203(b), Beaufort County Community College is permitted to offer self-supporting classes and to require each student to pay a prorated share of the cost. The College is allowed to include in its fees the cost of direct and indirect activities supporting the offering of classes. The College will be mindful of the need to keep student charges as low as possible while attempting to meet the demands for our community.

Direct costs in providing self-supporting instruction include:

1. Instructor(s) salary including: FICA, travel, course development, etc.
2. Instructional supplies and materials.
3. Rental of buildings, and other directly assignable costs.
4. Advertising: e.g. printing costs associated with a brochure, postage, mailing, etc.
5. Equipment associated with the instruction for a self-supporting class.
6. Refreshments.
7. Other costs necessary for and directly assignable to a self-supporting class which may include administrative or clerical costs.

Indirect costs are the costs for activities supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program. Examples of indirect costs include:

1. Utilities, custodial, and security expenses.
2. Administrative expenses.
3. Clerical salary and fringe benefits.

All expenditures shall be consistent with the mission of Beaufort County Community College. Refunds must be approved by the vice president of administrative services or his/her designee.

References

Legal References: *1E SBCC 600.1-600.4*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Self-Support Policy](#)

History

Senior Staff Review/Approval Dates: *4/25/2016*

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Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

