



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Adult General Education	
Page 1 of 1	Implementing Procedure For Policy # 5.08
Date Approved: 06/22/11	Division: Administration and Finance

Purpose: The purpose of this procedure is to ensure consistent and accurate application of the rules concerning the enrollment and the fees associated with Adult General Education classes at the College of Central Florida.

- Students who enroll in Adult Education classes and Applied Academics (VPI) classes will be assessed a one-time non refundable application fee of \$30.00. Resident students registering for these classes will be charged tuition of \$30.00 per each semester. Non-resident students registering for these classes will be charged tuition of \$120.00 per each semester. All tuition is due and payable when a student enrolls in the programs. Fines due to non-sufficient funds by check, chargebacks with a credit card, and others will be applicable to these students.
- In accordance with the State Accounting Manual for Florida College's, the following general ledger codes will be used to record Adult Education tuition (resident/non-resident) respectively; 40190/40197 and Applied Academics (VPI) tuition (resident/non-resident) respectively; 40180/40187. The tuition, related fees/fines will be matched against expenses incurred in the operating budget for the delivery of Adult Education instruction and Applied Academics (VPI) instruction. Tuition generated by program grants for Adult Education and Applied Academics (VPI) will be monitored and classed as program income.
- Students will be allowed to participate in the college's drop/add period during enrollment. If a student withdraws from Adult Education or Applied Academics (VPI) programs during this time frame, their tuition will be refunded. Refunds will be processed through the Higher One Student Refund system. Students who deliver an NSF check or initiate a charge back on a credit card will be purged from the program, fine(s) will be assessed and student will responsible for payment. Outstanding financial obligations to the college must be satisfied before a student is allowed to register for Adult Education courses or Applied Academics (VPI) courses.

Vice President, Administration and Finance

Date

Approved by President

Date