

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number:	8.3.2
Title:	Continuing Education - Fees
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Vice President for Workforce Development and Continuing Education
Original Approval Date:	06-09-1994
Last Cabinet Review:	01-05-2017
Last Revision:	01-05-2017

Chairperson

Public Occupational Upgrading Classes

Occupational Upgrading Classes are non-credit courses offered for professional, technical, occupational and vocational skills development or improvement that meets the criteria and requirements as set forth by the South Carolina State Board for Technical and Comprehensive Education. Public occupational classes are classes that are advertised to, and made available for the public. Tuition fees are established and approved by the Vice President for Workforce Development and Continuing Education and may be reviewed by the Area Commission. Tuition fees do not include the cost of textbooks, insurance or supplies.

For a public occupational course to be held, the tuition fees received should equal all direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development and Continuing Education.

Public Community Interest/Personal Interest Classes

Personal Interest Classes are non-credit classes offered to meet the needs of the community for cultural, recreational or avocational learning experiences. Tuition fees are established and approved by the Vice President for Workforce Development and Continuing Education and may be reviewed by the Area Commission. Tuition fees do not include the cost of insurance, textbooks or supplies.

For a personal interest class to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development and Continuing Education.

Seminar/Conferences

Seminar and conference tuition fees vary per program depending upon instructor costs, marketing costs, and other related costs.

For a seminar to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development and Continuing Education.

Contract Training Fees

Contract training is any class not included in the continuing education projected training plans (continuing education public class schedule, etc.) and which is arranged at the request of an organizational client(s). Tuition fees are established and approved by the Vice President for Workforce Development and Continuing Education and may be reviewed by the Area Commission.

For a contract training class to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development and Continuing Education.