

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: A-421

PAGE 1 of 23

DATE: June 1, 2016

**SUBJECT: TECHNICAL COLLEGES, ADULT CENTERS/
ALTERNATIVE HIGH SCHOOLS AND
COMMUNITY SCHOOLS FEES AND
EXPENSE RECOVERY**

Revisions reviewed and approved after consultation with the
Office of the Chief Auditor

Chief School Performance & Accountability Officer Date

I. GENERAL

The procedures related to revenue and expenses for Technical Colleges, Adult Centers/Alternative High Schools and Community Schools are intended to:

- incorporate certain fee income into school's operating budget,
- incorporate certain fee income into the school's internal accounts,
- standardize the fee structure district wide, and
- account for state required fees.

II. DEFINITIONS

A. Workforce Education Programs

Workforce Education program offerings are as follows: (1) Career and Technical Education (CTE) Programs and Applied Technology Diploma (ATD) Programs; (2) Apprenticeship Programs; and (3) Adult General Education (AGE) Programs.

1. CTE and ATD Programs prepare individuals for occupations important to Florida's economic development. All CTE and ATD Programs are organized by career clusters, as delineated by the U.S. Department of Education. Each CTE and ATD Program includes the academic and technical skills required to be successful in today's economy. The following are the U.S. Department of Education career clusters:

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II. DEFINITIONS (continued)

A. Workforce Education Programs (continued)

1. CTE and ATD Programs (continued)

- Agriculture, Food, & Natural Resources
- Architecture and Construction
- Arts, A/V Technology & Communication
- Business Management & Administration
- Education & Training
- Energy
- Engineering & Technology Education
- Finance
- Government & Public Relations
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety & Security
- Manufacturing
- Marketing, Sales, & Service
- Transportation, Distribution, & Logistics

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II. DEFINITIONS (continued)

A. Workforce Education Programs (continued)

2. Apprenticeship Programs enable employers to develop and apply industry standards to training programs for registered Apprentices that can increase productivity and improve the quality of the workforce. Apprentices who complete registered Apprenticeship Programs are accepted by the industry as journey workers. By providing on-the-job training programs, related classroom instruction, and guaranteed wage structures, employers who sponsor apprentices provide incentives to attract and retain more highly qualified employees and improve productivity. Certifications earned through registered Apprenticeship programs are recognized nationwide.

3. AGE Programs include a range of instructional programs that help adults get the basic skills they need to be productive workers, family members and citizens. The major program areas are Adult Basic Education (ABE), Adult High School (Co-Enrolled), GED preparation, English for Speakers of Other Languages (ESOL), and Applied Academics for Adult Education (AAAE). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult Education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education. Adult learners enrolled in Adult High School can earn a high school diploma or its equivalent by successfully passing the standard GED tests. Adult education programs are available to individuals that: are 16 years of age or older, are not enrolled or required to be enrolled in a secondary school, do not have a high school diploma or its equivalent, or want to speak, read and write the English language.

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II. DEFINITIONS (continued)

B. Fee Support/Lifelong Learning

Fee Support/Lifelong Learning are courses, classes, and activities established to meet community needs and interests. Fee Support/Lifelong Learning does not qualify for Workforce Education funding. Conversely, funding is supported entirely by student fees; hence, there is no cost to the district associated with operating such programs.

C. Types of Schools

1. A technical college is a postsecondary institution that offers an array of career and technical education programs for adults and high school students that lead to a career certificate or Applied Technology Diploma. Programs are offered in regional targeted occupations that support economic development. In addition, Adult General Education (AGE) programs/courses are offered that improve the employability of the workforce through instruction in mathematics, reading, and language. Direct administration is the responsibility of the technical college director.

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II. DEFINITIONS (continued)

C. Types of Schools

2. An Adult Center/Alternative High School offers a range of educational programs that help adults attain the basic skills they need to be productive workers, family members and citizens. The major program areas are Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), Adult High School and GED, and Applied Academics for Adult Education (AAAE). In addition, secondary courses are offered to high school students that lead to a high school diploma for those who are in need of an alternative educational setting for academic success. Direct administration is the responsibility of the Adult Center principal.

3. Community Schools are designated to operate schools in the evening in specified areas throughout Broward County, in accordance with School Board Policy 6605. Community Schools offer AGE programs, High School/Co-Enrolled programs. In addition, community education courses and activities are offered in the areas of health, cultural, recreational and other human services programs that are supported entirely by student fees. Direct administration of the schools is the responsibility of the North Area or South Area Community School principal and his/her assistant principal assigned to the school.

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II. DEFINITIONS (continued)

D. Fee Requirements

Postsecondary Workforce Education fees are established by the Florida Legislature in the General Appropriations Act and adopted annually by the School Board of Broward County. Postsecondary student fees are charged to all students in accordance with the Broward County Postsecondary Workforce Education and Community Education Fee Schedule, unless specifically exempted by law or School Board policy. The following are a description of the student fees:

1. Tuition for Career and Technical Education (CTE), Adult General Education (AGE), and Lifelong Learning/Community Education are fees charged to students for instruction, in accordance with the adopted Fee Schedule for the school year. Students enrolled in CTE programs, who are not specifically granted a fee exemption, are assessed a fee per hour of instruction. Individuals enrolled in AGE programs, who are not specifically granted a fee exemption, are assessed a tuition cost, for each of the three terms, that covers instruction for the term length. The tuition costs for Community Education courses and activities are established to cover all costs associated with operating the course including instructional costs, equipment maintenance and marketing.
2. A registration fee is assessed to students based on the program of instruction in which they are enrolling.

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II. DEFINITIONS (continued)

D. Fee Requirements (continued)

3. Standardized Assessment/Placement Testing Fees are assessed to all students taking the Tests of Adult Basic Education (TABE) or the Comprehensive Adult Student Assessment System (CASAS) test. This fee is not re-assessed within the same school year, unless there is a 6 month lapse of instruction, at such time an individual must be re-assessed for placement purposes.
4. Student Activity Fee is a one-time, once per school year fee to all students, enrolled in both on and off campus programs, for security, student IDs, parking, and maintenance.
5. Health Science Education Student Fees are assessed to students enrolled in Health Science Education programs that include a clinical component. The fees charged at the time of registration are: drug testing, student liability, and the Practical Nursing placement test. The student may incur additional fees for fingerprinting, accident/health insurance, a physical exam, and immunizations.
6. Laboratory Fees are assessed to students on a per hour cost basis for each CTE instructional program, as identified in the adopted Fee Schedule.

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III. REVENUES

A. School Responsibilities

1. The School is authorized to: receive cash, money orders, checks, credit cards and debit cards; give refunds; and make deposits for the following items:
 - a. Adult General Education Fees
 - b. Workforce Education Fees/
Post-secondary Vocational Fees
 - c. Continuing Education Fees
 - d. Lifelong Learning Fees
 - e. Bookstore Sales
 - f. Sales Tax
 - g. Registration Fees
 - h. Student Activity Fees
 - i. Laboratory/Supply Fees
 - j. Health Science Student Liability Insurance
 - k. Testing Fees
 - l. Sales to the public
 - m. Any other fees not listed above that the individual school is authorized to collect.

2. The School shall retain in their Internal Accounts the funds collected for the following fees and disburse them as directed by the school's director/principal:
 - a. Lab/Supply Fees
 - b. Bookstore Sales
 - c. Student Clubs
 - d. Trust Funds
 - e. School Concessions
 - f. Any other fees not listed above

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III. REVENUES (continued)

A. School Responsibilities (continued)

3. The School will remit monthly to the Treasurer's Office, with a Remittance Transmittal Form, the gross proceeds for:
 - a. Lifelong Learning/Fee Supported fees and transmit to the general ledger revenue account 43466100/Lifelong Learning fees.
 - b. Facility Rental income and transmit to the general ledger revenue account 43425100/Facility Rental-Other.
 - c. Sales Tax collected and transmit to the general ledger liability account 22260100/Sales Tax Payable.
 - d. Cafeteria/Food Service sales and transmit to the general ledger revenue account 43490300/Commercial Food Program.
 - e. Production Shop revenue and transmit to the general ledger account 43495102/Misc. Sources - Sales & Service Fees.
 - f. PAVE Fees collected and transmit to the general ledger revenue account 43462100/Postsecondary Career Certificate & Applied Technology Diploma Course fees.
 - g. Adult General Education Fees collected and transmit to the general ledger revenue account 43461100/Adult General Education Course Fees.

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III. REVENUES (continued)

A. School Responsibilities (continued)

3. The School will remit monthly to the Treasurer's Office, with a Remittance Transmittal Form, the gross proceeds for: (continued)
 - h. Registration Fees collected and transmit to the general ledger revenue account 43469600 /Registration Fees.
 - i. General Educational Development (GED) Test Fees collected and transmit to the general ledger revenue account 43467100/GED Testing Fees.
 - j. Health Occupational Liability Insurance payments collected and transmit to the general ledger account 43484101/Premium Revenues
4. The School will review balances and make quarterly remittances for:
 - a. Student Activity Fees collected and transmit to the general ledger revenue account 43495105 /Misc. Sources. 100% of the fees must be remitted by year-end.
 - b. Student Testing Fees (other than GED Test fees) collected and transmit to the general ledger revenue account 43469200/Student Testing Fees - Other than GED. 100% of the fees must be remitted by year-end.

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B. Treasurer's Office Responsibilities

1. Upon receipt of the transmittal form and check, the Treasurer's Office will deposit the check and increase the proper general revenue accounts.
2. Maintain a log by school and by general ledger account of all funds remitted.
3. Send copies of reports to the appropriate Budget Analyst.

C. Budget Office's Responsibilities

1. Schools will receive advance funding for the following fee categories: Fee Support; Fee Support (Registration); GED Testing; Industry Services Training; Sales & Service; Commercial Foods; Student Activity Fees; and for Testing (other than GED). The advance funding will enable the school to cover overhead costs until the school's monthly transmittals are received. Additional monies will not be placed into the school budgets until such time as the school's transmittals exceeds the original advance funding. If, at the end of the year, the amount advanced exceeds the total amount collected for the school year, the excess monies will be removed from the school's budget. If the transmitted amount exceeds the advanced amount, the balance will carry over in the school's operating budget, in the next fiscal year, in the corresponding general ledger accounts.

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III. REVENUES (continued)**C. Budget Office's Responsibilities** (continued)

2. Funds will be automatically re-assigned to a predefined account assignment at each school location where revenues were posted by the Treasurer's Office. The automatic posting will take place nightly on the day the posting occurred. As a result, each schools operating budget will be increased in the account assignment listed below:

Fee Category/ Account Description	Functional Area	Funded Program
Fee Support	5952640230000000	N/A
Fee Support (Registr)	9105640230000000	N/A
GED Testing	9107000000000000	OB097810 07
Industry Srv Train	5653670260000000	N/A
Sales & Service Fees	5653670270000000	N/A
Commercial Food	9108670250000000	N/A
Student Activity Fees	5653670280000000	N/A
Testing-Other than GED	9106640230000000	N/A

3. Schools will be allowed to re-appropriate the funds to desired objects within the appropriate functional area. Any balance at the end of the year will carry over in the corresponding functional area.

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IV. EXPENDITURES

A. School Responsibilities

The school shall:

1. expend funds for textbooks and other classroom supplies or lab materials,
2. use funds for supplies used in registration and testing. Testing Fees can be used to offset the cost for the administration of the test and for the distribution of test results, including, but not limited to, personnel, materials, supplies, advertising, furniture and equipment,
3. post employee hours worked in SAP for salaries of all employees, other than the school's director/principal,
4. process budget transfers, as required, and
5. establish cash drawers for cashiers and registrars from internal funds, per Standard Practice Bulletin I-310/Internal Advances and Budget Petty Cash.

B. Position Request

1. The school director/principal reviews the budget and determines funding availability for the hiring of a new or replacement position.
2. The school creates an i-form-Create Position and submits it to the appropriate Budget Analyst for approval. Subsequent to approval, the school initiates the advertising and hiring process in accordance with district guidelines.

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V. REGISTRATION FORMS

A. Workforce Registration Application

1. The Workforce Education Registration Application (WEIM form IF001) is the primary instrument used for collecting student demographic and course information. Students enrolling for the first time in a Broward County Public School should be encouraged to use the electronic version of the Workforce Education Registration Application. If a student completes the application in writing, it must be neat and legible.
2. Each student must complete the registration application in its entirety and each school must keep student records updated in the Student Information System (SIS).
3. Staff members may help students complete the Workforce Education Registration Application. If the student is completing the written version of the application, both the staff member assisting the student and the student himself/herself must sign and date the back of the form. If the student completes the electronic version, only the student's signature is required.
4. The counselor or designee completes the Course/Program Section on the application form.
5. The registrar/information management specialist (IMS) processes enters the data into the SIS database system.

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V. REGISTRATION FORMS (continued)

A. Workforce Registration Application (continued)

6. The registrar/IMS processes the student's payment through the POS system, generating a payment receipt.
7. The registrar/IMS prints the receipt and gives it to the student.

B. Lifelong Learning Class Registration

1. The student completes the Lifelong Learning Class Registration Form (WEIM Form IF005).
2. The registrar/IMS processes the student's payment through the POS system, generating a payment receipt.
3. The registrar/IMS prints the receipt and gives it to the student.

VI. FINANCIAL RECORDS RETENTION

The School shall: (1) retain all records necessary to substantiate student enrollment, fee collections, expenditures, etc., and (2) prepare and maintain accounting records/transmittals including:

1. Registration Forms
2. Student Schedules/Point of Sale (POS) Receipts
3. Refunds
4. Bank Deposits
5. Remittance Transmittal Forms
6. Sales Tax transmitted to the Treasurer's Office

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VII. STUDENT REGISTRATION PAYMENTS AND REFUNDS

A. Student Payments

Students may pay their fees by cash, money order, check, credit or debit card. The Point of Sale System allows the schools to accept various methods of payment (cash, check, money orders, MasterCard, or Visa). A receipt is generated when the registrar collects the funds and indicates the method of payment.

B. Student Refunds must adhere to all the rules set forth in School Board Policy 6607 (Refund of Postsecondary/Adult Program Fees)

1. A student who visits the College/School Admissions/Registration Office, in person, and voluntarily requests to be withdrawn from a course shall be entitled to a full refund, excluding registration and Health Science fees, under the following conditions:
 - (a) The withdrawal request is made within five school days of the beginning of a 9-week, 18-week, or special length term and submits a receipt of payment.
 - (b) The withdrawal request for courses less than 3-weeks or less than 90 hours in duration must be made prior to the course meeting more than one-third of its assigned hours.
 - (c) Retention of fees collected in advance for a student who did not enter a class shall not exceed \$100.

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VII. STUDENT REGISTRATION PAYMENTS AND REFUNDS
(continued)

B. Student Refunds (continued)

2. Refunds shall be made within 45 days of the date on which the student voluntarily withdraws or from the date the college/school determines that the class will be canceled/closed.
3. Refunds for fees paid by cash or check are entered into the point-of-sale system as a refund. The registrar completes the Check Refund Request Form to be processed by the bookkeeper and attaches a copy of the return. Credit card refunds are processed immediately by the registrar. The student's refund is returned to the credit card used for the original payment.
4. The registrar drops the student's schedule record with a withdrawal code of WFD and checks the "Exclude from the FTE" in the Student Information System (SIS) and forwards the Change of Enrollment (COE) to the Information Management Specialist (IMS).
5. Students involuntarily withdrawn, pursuant to Student Responsibilities – Conduct and Discipline Policies, as outlined in the Broward Technical Colleges Student Handbook, are not entitled to a refund of any fees.

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VII. STUDENT REGISTRATION PAYMENTS AND REFUNDS

(continued)

B. Student Refunds (continued)

6. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees, only if required evidences are presented to the college/school principal or designee within 15 school days of the beginning of a 9-week, 18-week, or special length term.
7. In a case of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that prevent a student's attendance, the college/school principal or designee may honor a request for a full or partial refund of fees under the following conditions:
 - (a) The student's refund request is made in writing prior to the date that the course would have normally ended.
 - (b) The student provides the appropriate supporting evidence.
8. If a student feels that they have been treated unfairly in the application of the refund policy, he/she may appeal, pursuant to Student Responsibilities – Grievance Procedures, as outlined in the Broward Technical Colleges Student Handbook.
9. Refunds, when due, will be made without requiring a request from the student.
10. A student shall be entitled to a full refund of all fees, if a course is canceled by the college/school.

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C. Deferred Payment of Student Fees

1. Schools may defer payment of student fees pending the acceptance of an agency check.
2. Agencies not in compliance with the deferment contract may cause a student to be withdrawn for non-payment of fees.

D. In-Kind Payment of Student Fees

1. Colleges/schools may defer required fees for students enrolling in special programs. In accordance with School Board Policy 6606 the payment of student fees through in-kind contributions from cooperating agencies is authorized.
2. Agency approval may be revoked by the Superintendent or designee if the college/school fails to receive timely payment of charges.

VIII. FEE WAIVERS

- A.** Technical Colleges, Adult Centers/Alternative High Schools and Community Schools may waive fees pursuant to 1009.26 (1) F.S. and School Board Policy 6606.
- B.** The total value of fee waivers granted may not exceed an amount to be allocated by the Superintendent or designee.
 1. The spouse of a deceased state employee when eligible for the payment of student fees by the state as employer, pursuant to Section 440.16 F.S., for up to 1800 hours of instruction at any Broward Technical College.

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VIII. FEE WAIVERS (continued)

- C.** Fee waivers may be granted to students who meet the following criteria:
1. The spouse of a deceased state employee when eligible for the payment of student fees by the state as employer,
The spouse of a deceased state employee when eligible for the payment of student fees by the state as employer,
 2. An economically disadvantaged individual whose documented income from employment and/or federal subsidies does not exceed the federal poverty guidelines.
 3. A recipient of a Florida Bright Futures Scholarship may have unpaid tuition charges waived of up to 25%.
 4. Other qualifying circumstances that may warrant a tuition waiver.
- D.** Students must complete a Fee Waiver Certification form and attach the required documentation.
- E.** Using the Student Information System (SIS), the staff person responsible for fee waivers verifies that the student attended the course a minimum of five days.

IX. FINANCIAL AID

Numerous financial aid programs are available to students. Applications and qualification criteria are governed by the sponsoring agency. Refer to the Broward Technical Colleges' Student Financial Services Handbook for specific criteria.

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X. SCHOLARSHIPS

- A.** Assigned staff in the Office of Student Financial Services must verify the availability of funds being provided by a scholarship sponsor, prior to a student being registered into a program whose fees/tuition is being paid through the scholarship.
- B.** Funds received from a scholarship sponsor, for the purpose of providing specific student scholarships, must be recorded in a separate scholarship account and the funds must be applied only to those specified students and purpose. Unless otherwise specified, unused scholarship account balances must be returned to the sponsor.
- C.** Unspecified scholarship donations must be posted in the college's/school's general fund.

XI. COLLECTION OF FEES FROM OUTSIDE AGENCIES

- A.** On or about the 10th day of each term, assigned staff at each college/school will invoice the funding agencies for the tuition, fees and books of those students who are being sponsored by the agencies.
- B.** Assigned staff at each college/school will continuously monitor the status of funding agencies' accounts receivables, and will follow-up, as needed, to secure the payment of funds in a timely manner.
- C.** After the assigned staff at each college/school makes several attempts to receive payments from the funding agencies, the outstanding balances of funds that were not collected will be referred to the Director or designee for appropriate action, if needed.

Supersedes:
A-421, Dated 9/2/08

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BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

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ALTERNATIVE HIGH SCHOOLS AND
COMMUNITY SCHOOLS FEES AND
EXPENSE RECOVERY**

XII. BOOK BUY BACK PROGRAM

Technical college bookstores may buy back a limited number of predetermined textbooks for resale.

XIII. RECONCILIATION PROCESS

A. Registrar's Cash Drawer Reconciliation Report is to be completed daily after the registrar collects or receipts money. The registrar at each college/school:

1. calculates the drawer total that includes cash, checks, and credit cards from the Point-of-Sale (POS) system,
2. completes a bank deposit, and
3. makes a copy of all documents and forwards the originals to the bookkeeper, along with the bank deposit.

B. Bank Deposit

The frequency of bank deposits is regulated by Standard Practice Bulletin I-303.

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XIII. RECONCILIATION PROCESS (continued)

C. Bookkeeper Duties

1. The college/school bookkeeper:
 - a. receives originals of all deposit backup documents,
 - b. groups individual transactions that import from POS to the accounting system to match each registrar's deposit and,
 - c. validates the deposit slip and, when necessary, makes an adjustment for overages or shortages.
2. Enters agency payments into the POS system

D. Month End Closing

1. After all sales have been posted, the total fees collected for the month are entered onto PAVE Transmittal Form #3063D, identified under the various fee categories. Prior to the 15th of the following month, a check is made payable to the "School Board of Broward County" for the total amount of all fee categories, and sent to the Treasurer's Office. If the total on the transmittal form is a negative amount, it should be included with the following month's transmittal.
2. All other money to be remitted on a monthly, annual or individual basis is to be submitted to the Treasurer's Office, using Remittance Transmittal Form #4601, accompanied with a check payable to the "School Board of Broward County".

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