

REFUND OF COMMUNITY EDUCATION FEES

AR 7020

A written agreement with class leaders designates the date, time place, location, fee, and minimum/maximum class enrollments. In addition, it describes compensation to the class leader.

Compensation to class leaders is based on one, or a combination of, the following:

- the overload rate for contract faculty;
- a percentage of the net or gross income derived from class fees;
- a set stipend which is in keeping with the rates charged by professionals in selected fields.

Individual budgets are developed for each class or event, and if revenue from student fees is not adequate to cover costs, the class is cancelled, or the costs are reduced by the Community Education Coordinator who will notify the class leader regarding changes in his/her compensation.

Revised: March 29, 1995