

administration • reference memo

- keywords:
- **COST RECOVERY COURSES - AUTHORIZATION**
 - **COST RECOVERY COURSES - BUDGETING**
 - **CREDIT COURSES - COST RECOVERY**
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AUTHORIZATION

It is the practice of the College to offer academic/technical courses on a cost recovery basis only in special circumstances. These circumstances are:

1. Cost recovery credit courses may be offered to groups or individuals outside the College region provided that such courses are offered by the department/functional unit which has traditionally offered such courses.
2. Cost recovery credit courses may be authorized by the Principal for groups within the College region, only on an exceptional basis and only through the department/functional unit which has traditionally offered the courses in question.

The intent of this practice is to use the funding provided to the College for credit activity for the purpose for which it is intended but, at the same time, to optimize the resources of the College on behalf of the community. Consequently, nothing in this practice should be construed as an authority to offer "open" credit courses on a cost recovery basis or as a device to enable one functional area of the College to compete with another or as a device to establish parallel functional areas. Equally, this practice is not intended to require all credit courses offered on a multi-regional basis to become cost recoverable.

Cost recovery status means that all direct and indirect instructional and administrative costs are to be borne by tuition fees from students.

It is the practice of the College to attempt to coordinate its promotion and advertising of courses to be offered outside the College region with the College in the regional in which the courses are to be offered.

BUDGET PROCEDURES

All cost recovery activities of the College require requests and approvals. The financial portion of requests for cost recovery credit courses is to be prepared in conformity with the following procedures:

1. Estimate all costs, including:
 - standard tuition fees - note that these are not part of the direct expenses
 - all salaries, including fringes

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- all instructional and travel expenses
 - any rental of facilities
 - other charges: supplies, telephone, etc.
 - indirect instructional costs, such as coordination and College overhead (percentage to be obtained from the Bursar) etc.
2. Estimate all revenues to be posted against the course:
 - all student tuition fees
 - all subsidies
 - all grants
 - other revenue
 3. Provide the Bursar with a copy of this budget prior to finalizing contract and with a copy of all contracts, letters of agreement or arrangements entered into to support the course. After approval by the Dean, all contracts will be signed by the Bursar.
 4. The Bursar will assign a specific cost centre for each program on receipt of the signed agreement.
 5. Establish all automatic billing arrangements and dates of billing with the Bursar.