



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3011 STUDENT ENROLLMENT, SUPPLEMENTAL, AND SPECIAL FEES

All fees that are charged as a condition of enrollment must be approved and/or authorized by the Oklahoma State Regents for Higher Education. These fees include general enrollment fees, non-resident tuition, and other fees required of students receiving instruction or other academic services provided by the institution. Enrollment fees, supplemental fees, student activity fees, and special fees mandatory for all students in relation to a course of instruction, or to an academic service, must be approved by the State Regents. The request for initiating or charging such a fee must be submitted to the State Regents no later than November 1 preceding the fiscal year the fees will be initiated or modified.

Requests to initiate, modify, or waive a fee requiring State Regents' approval must be submitted to the Vice President for Administrative Services and Planning by September 15 of the year preceding the fiscal year of implementation. It is the responsibility of the requesting Vice President to determine the amount of the fee and to document to whom, when, and in what manner the fee is to be charged. The Vice President for Administrative Services and Planning will prepare the necessary documentation. The requesting Vice President will present the fee request to the President's Cabinet. If confirmed by the President's Cabinet, the request will be placed on the October Board of Regents' agenda. Upon approval by the Board, the Vice President for Administrative Services and Planning will prepare the proper paperwork and submit the request through the Office of the President to the State Regents.

Any other fee request, not requiring State Regents' approval (not a condition of enrollment), must follow the same time line, but will be available for implementation upon the Board of Regents' approval.

Upon approval by the State Regents and/or Board of Regents, the process for implementation must be determined and/or approved by the Vice President for Administrative Services and Planning. Upon approval, the Vice President for Administrative Services and Planning will direct that the enrollment finance system be modified to assess the fee.

Revised Date: 08-04-2003