Administrative Procedure

MCTC Tuition and Fee Collections and Revenue Distributions

In accordance with State Code §18B-3C-3(l), MCTC shall collect tuition and fees from MCTC students in strict compliance with the MCTC tuition and fee schedule as approved by the Institutional Board of Governors and the West Virginia Council for Community and Technical College Education.

MCTC authorizes the Marshall University Bursar’s Office to collect student tuition and fees on MCTC’s behalf. All Tuition and Fees collected on behalf of MCTC shall be deposited in the 0444-4865 (education and general) or 0444-4869 (capital) Financial Information Management System (FIMS) accounts under the authority of MCTC.

Fees not associated with MCTC may NOT be charged to or collected from MCTC students without prior written approval by the MCTC Chief Financial Officer. Additionally, all refunds/transfers and/or revenue distributions processed from MCTC accounts must be accompanied by a written authorization from the MCTC Chief Financial Officer.

In the event of a discrepancy regarding posting of revenues into non-MCTC accounts or erroneous fee assessments, the University Bursar’s Office will initiate the appropriate documents, subject to review and approval by the University’s Senior Vice President for Finance and Administration, to correct either error to assure compliance with State and Federal requirements. The Bursar will provide a verification of compliance to the MCTC Chief Financial Officer.

This procedure supersedes all existing procedures related to MCTC Tuition and Fee Collections and Revenue Distributions.

Effective Date: July 1, 2008

Revised Effective Date: October 1, 2008

Approved by: Keith Cotroneo, MCTC President

[Signature]

President

[Date]
Administrative Procedure

MCTC Tuition and Fee Collections and Revenue Distributions

In accordance with State Code §18B-3C-3(l), MCTC shall collect tuition and fees from MCTC students in strict compliance with the MCTC tuition and fee schedule as approved by the Institutional Board of Governors and the West Virginia Council for Community and Technical College Education.

MCTC authorizes the Marshall University Bursar’s Office to collect student tuition and fees on MCTC’s behalf. All Tuition and Fees collected on behalf of MCTC shall be deposited in the 0444-4865 (education and general) or 0444-4869 (capital) Financial Information Management System (FIMS) accounts under the authority of MCTC.

Fees not associated with MCTC may NOT be charged to or collected from MCTC students without prior written approval by the MCTC Chief Financial Officer. Additionally, all refunds/transfers and/or revenue distributions processed from MCTC accounts must be accompanied by a written authorization from the MCTC Chief Financial Officer.

In the event of a discrepancy regarding posting of revenues into non-MCTC accounts or erroneous fee assessments, the University Bursar’s Office will initiate the appropriate documents to correct either error to assure compliance with State and Federal requirements. The Bursar will provide a verification of compliance to the MCTC Chief Financial Officer.

This procedure supersedes all existing procedures related to MCTC Tuition and Fee Collections and Revenue Distributions.

Effective Date: July 1, 2008

Approved by: Keith Cotroneo, MCTC President

[Signature]
President

[Signature]
Date

MCTC 110 • One John Marshall Drive
Huntington, WV 25755-2700
P: 304.696.4623
F: 304.696.3013
Toll Free: 1.866.676.5533
A State Community and Technical College of West Virginia
An Affirmative Action/Equal Opportunity Employer