

## Handbook of Operating Procedures

### CONTINUING EDUCATION FEES

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#### A. Purpose

The purpose of this policy is to establish procedures for approval of new continuing education courses and to ensure that fees charged for continuing education courses are reasonable and sufficient to cover the total cost of instruction and overhead.

#### B. Persons Affected

This policy affects persons seeking approval to offer continuing education courses and persons taking such courses.

#### C. Policy

The Office of Continuing Education, academic and administrative units and other individuals proposing a continuing education course will follow the institutional guidelines for obtaining approval of the course and will ensure that the fee charged for the course is reasonable and sufficient to cover the total cost of instruction and overhead, including administrative costs, benefits, computers and equipment, and other related costs.

#### D. Procedures

1. The Office of Continuing Education, academic and administrative units and other individuals proposing a continuing education course will follow the institutional guidelines outlined in [New Non-Credit Continuing Education Programs](#) for obtaining approval of the course.
2. The fee proposed for each continuing education course must include:
  - a. salaries and applicable benefits for staff, faculty, teaching assistants, seminar speakers, tutors, graders and other instructional personnel;
  - b. travel costs for both staff and instruction personnel;
  - c. all facility charges including appropriate administrative overhead charges (i.e. institutional support, information technology support, central administration/office support);
  - d. charges for provision, maintenance and necessary upgrades of required equipment and software used by course participants or required to support the course offering;
  - e. charges for textbooks, materials and supplies if provided directly to participants;
  - f. miscellaneous costs including postage, fax and telephone(s) expenses;
  - g. for certain courses, the cost of supplemental seminars, events and activities required of participants; and for certain courses, the cost of providing food during the training.
3. After the course fees have been calculated, the request for approval with supporting documentation will be submitted to the Assistant Vice President for Professional Education and Workforce Development for review and recommendation prior to submission to the Executive Vice President for Research, Graduate Studies and New Program Development for

approval. All proposed fees or changes in previously approved fees must receive approval prior to assessment.

4. Each person registered in an Extension, correspondence or other self-supporting course/program at UTRGV will be charged a continuing education fee established in accordance to this policy.

**E. Definitions**

1. Continuing Education Course – any course for which UTRGV does not receive formula funding or collect statutory tuition, including Extension, correspondence, and other self-supporting courses.
2. Self-Supporting Courses and Programs – Academic credit courses and programs whose semester credit hours are not submitted for formula funding.

**F. Related Statutes or Regulations, Rules, Policies, or Standards**

[University of Texas System Regents' Rules and Regulations 40401, Assessment, Collection, Delegation, and Waiver of Tuition, Fees, and Charges](#)

[Texas Education Code § 54.545, Fees for Continuing Education Courses](#)

[19 Texas Administrative Code § 4.279](#)

**G. Dates Reviewed or Amended**

November 9, 2020 – Reviewed and amended with non-significant changes.

July 13, 2022 - Reviewed and amended (non-substantive: updated responsible executive).