

# CONCORD UNIVERSITY

## BOARD OF GOVERNORS

### **Policy No. 2**

### **Policy on Waiver Of Regular Fees For Third-Party Sponsored Courses**

**Effective Date: 03/10/1989**

#### **§128-40-1. GENERAL**

- 1.1. Scope. -- Policy regarding waiver of regular fees for courses sponsored by a third party.
- 1.2. Authority. -- W.Va. Code §18-24-5.
- 1.3. Filing Date. -- February 10, 1989.
- 1.4. Effective Date. -- March 10, 1989.

#### **§128-40-2. ELIGIBILITY**

- 2.1. Any course, institute, workshop, special course, or other educational program offered by the institution for credit.
- 2.2. Any governmental agency, foundation, corporation, or other association or person, is eligible to support college or university course offerings and pay the total cost.

#### **§128-40-3. REQUIREMENTS**

- 3.1. Each offering will require a formal agreement signed by both the institution and the third party sponsor.
- 3.2. The agreement shall include, but not be limited to, the following:
  - 3.2.1. Name of course;
  - 3.2.2. Location;
  - 3.2.3. Time period;
  - 3.2.4. Official names and addresses of both parties;
  - 3.2.5. Names of persons who are responsible;
  - 3.2.6. Financial obligations, including arrangements and/or payment schedule;
  - 3.2.7. Authorized signature of both parties.
- 3.3. Each offering will require formal approval by the Board of Regents staff in advance. Approval requests shall be submitted on a standard form provided by the Board of Regents.
- 3.4. Request forms shall require the following information:
  - 3.4.1. Requesting institution;
  - 3.4.2. Time period;
  - 3.4.3. Sponsoring agency;
  - 3.4.4. Course title and number;
  - 3.4.5. Approximate number of students (resident - nonresident)
  - 3.4.6. Approximate number of credit hours;
  - 3.4.7. Total value of the waiver based on current fee structure;
  - 3.4.8. Actual amount to be paid for direct cost of the course;

3.4.9. Actual amount to be recovered by the institution for indirect cost overhead. Indirect cost recovery is required and must be at least 8% of direct cost.

**§128-40-4. APPROVAL**

4.1. Third party fee waivers will be approved by staff each month and reported to the Board of Regents in October and February each year.