

## **SELF-SUPPORTING ACTIVITIES**

### **POLICY**

#### General

- A. State Board policy 1E SBCCC 600.2 authorizes the offering of “curriculum and continuing education course sections on a self-supporting basis and permits charging self-supporting fees to students who enroll in self-supporting sections.” The cost of a self-supporting class is not considered tuition or a registration fee. Students are charged a pro-rata share of the course. Under G.S. 115D-5(b), the pro-rata share is not waived for individuals or groups.
- B. Direct Costs are those costs required to provide an instructional course section, e.g., instructional salaries and salary-related benefits, travel to and from the instructional site, course development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section, etc. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section.
- C. Indirect Costs are costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section.

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### **PROCEDURE**

#### Curriculum Self-Supporting

Different self-supporting rates for different curriculum courses and activities are permissible. Using the Transparent Rate Method, students are charged an amount consistent with the curriculum (credit) tuition rate based on residency status.

#### Continuing Education and Economic and Workforce Development Self-Supporting

Self-supporting rates for non-credit course sections are set at a level at or below the local market rate for the type of instruction provided.

### Deposit of Self-Supporting Receipts

Self-supporting receipts are deposited in an institutional unrestricted general ledger account. Any course section initially designated as self-supporting cannot be changed to a State-funded designation after receipts are collected.

### Use of Self-Supporting Receipts

Self-supporting receipts shall be used to support the direct and indirect costs of the self-supporting course sections. If a full-time faculty member teaches a self-supporting course section, the faculty member's salary shall be pro-rated based on the time allocated between state funded and self-supporting course sections in the faculty member's course load, or reimburse State funds an amount equal to the number of instructional hours associated with the self-supporting course sections multiplied by the instructor's hourly rate of pay.

### Excess Receipts

- A. Excess receipts shall only be used for one or more of the following purposes: instruction, student services, student financial aid (e.g., scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotion giveaway items, instructional equipment, and capital improvements and acquisition of real property.
- B. Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

### ***Approved by Brunswick Community College Board of Trustees***

June 16, 1999; May 15, 2002; May 23, 2005; May 10, 2006; January 21, 2009;  
January 19, 2012; June 28, 2013; June 20, 2014; September 21, 2023