

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Distance Learning Fees	NUMBER: 10-24AP
AUTHORITY: Florida Statute: 1001.64 , 1001.65 , 1009.23 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none">• Board Policy 10-24: Distance Learning Fees
UPDATED: 02/21/14	

Tallahassee Community College (hereafter TCC or the College) has limited its distance learning (DL) fee to costs associated with staffing the Center for Distance Learning. TCC develops a plan to recover no more than 90-95% of those costs in DL fees. DL student orientation, course development, course maintenance, course revision, and training for faculty are conducted through this office. These activities apply equally to all distance learning classes, so the same fee is charged for every DL class.

A. Annual Process

1. Each spring the Provost requests from the business office data on distance learning fees collected the previous year and to date for the current year.
2. Current year to date fee collections are projected for the summer term to the end of the fiscal year based on past enrollment patterns.
3. Once the enrollment plan is completed for the next year, the Provost calculates the potential fee to be collected based on the number of courses to be offered.
4. The DL fee amount to be recommended to the Board of Trustees is adjusted to equal approximately 90% of the Center for Distance Learning personnel costs.
5. The DL recommended fee is presented to the Board for approval in April.