

CENTRAL CAROLINA COMMUNITY COLLEGE  
POLICY & PROCEDURE MANUAL

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BUSINESS SERVICES  
SECTION

EXCESS FEES – TEMPORARY  
PROCEDURE

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**I. Declaration of Excess Fee Receipts**

The Chief Financial Officer shall prepare a report and recommendation for the Declaration of Excess Fee Receipts to be presented to the President no later than sixty (60) days following the beginning of each fiscal year. This report and recommendation shall be prepared as follows:

1. At the beginning of each fiscal year, the Chief Financial Officer shall review the balances of the following fee accounts:
  - a. Accounts for fees assessed to cover the academic costs for consumable goods or services that are specifically required for select courses, and
  - b. Accounts for fees assessed to cover the costs of goods or services provided by the College that are not required for enrollment.

Academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, labs, and other consumable supplies. Other fees include but are not limited to, student health and other insurance fees, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, and fees to participate in a specific event or activity.

2. Additionally, the Chief Financial Officer and the Vice President of Workforce Development or the Chief Academic Officer, as appropriate, shall review the balance of any self-supporting course fee accounts.
3. The Chief Financial Officer may recommend that any amount up to the total positive balance of each fee account reviewed in Step 1 be moved to the Excess Fees account. Additionally, the Chief Financial Officer may recommend that any amount up to the total positive balance of each fee account reviewed in Step 2 be moved to the Excess Fees account so long as the Vice President of Workforce Development or the Chief Academic Officer, as appropriate, agrees to such a transfer.

Upon being presented the report and recommendation for the Declaration of Excess Fee Receipts, the President may approve, approve with modifications, or reject the recommendations. Any approval, with or without modifications, shall be made in writing by both the President and the Chief Financial Officer.

**II. Use of Excess Fee Receipts**

The Excess Fees account is a partially restricted account that may be used for any of the following expenditures:

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1. Instruction,
2. Student support services,
3. Student financial aid (e.g., scholarships, grants, and loans),
4. Student refunds,
5. Student activities,
6. Curriculum development,
7. Professional development,
8. Promotional giveaway items,
9. Instructional equipment, and
10. Capital improvements and acquisition of real property.

The Excess Fees account may not be used for any of the following expenditures:

1. Supplemental compensation or benefits of any personnel,
2. Administrative costs,
3. Entertainment expenses, or
4. Fundraising expenses.

Notwithstanding the provisions of this section, any expenditure paid for using the Excess Fees account shall be approved by the Chief Financial Officer.

Adopted: January 5, 2024  
Revised: N/A  
Legal Reference: N/A  
Cross-Reference: N/A