

CENTRAL CAROLINA COMMUNITY COLLEGE  
POLICY & PROCEDURE MANUAL

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**BUSINESS SERVICES  
SECTION**

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**EXCESS FEES – TEMPORARY  
POLICY**

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**I. Specific Fees Already Authorized**

Pursuant to 1E SBCCC 600.2, 1E SBCCC 700.5, 1E SBCCC 700.6, and current College policy, specific fees are charged to students for:

1. Select courses to cover academic costs for consumable goods or services that are specifically required for that course,
2. Select other fees to support costs of goods or services provided by the College that are not required for enrollment, and
3. Course expenses associated with self-supporting courses.

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. Specific fees are approved annually by the Board of Trustees and are maintained in the College's Business Office.

**II. Use of Excess Fee Receipts**

Pursuant to 1E SBCCC 600.4, 1E SBCCC 700.5, 1E SBCCC 700.6, and 1E SBCCC 700.7, fee receipts that exceed the expenditures for the purpose for which the fees are charged ("Excess Fee Receipts") may be used by the College to support the following expenditures:

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.

Additionally, pursuant to 1E SBCCC 600.4, in the event the Excess Fee Receipts are associated with a self-supporting course, then they may also be used to support the costs of future self-supporting course sections.

Excess Fee Receipts shall not be used for any of the following purposes:

1. Supplemental compensation or benefits of any personnel,
2. Administrative costs,

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- 3. Entertainment expenses, or
- 4. Fundraising expenses.

The Business Office shall adopt procedures in accordance with this policy.

Adopted: January 5, 2024  
Revised: N/A  
Legal Reference: 1E SBCCC 600.2, 1E SBCCC 600.4, 1E SBCCC 700.5, 1E SBCCC  
700.6, & 1E SBCCC 700.7  
Cross-Reference: N/A