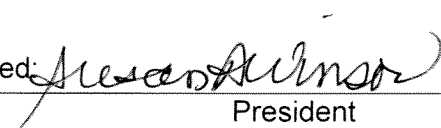
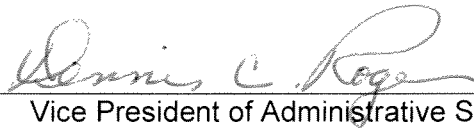


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	STUDENT FEE STRUCTURE -NON-REFUNDABLE FEES	Procedure Number:	6-5-101.4
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-101		

Approved:  President  Vice President of Administrative Services

Date Adopted: 08/03/1995  
Date Revised: 03/10/2008

1.0 Establishment of Fees

The Aiken County commission for Technical and Comprehensive Education shall establish the amount of each non-refundable student fee.

2.0 Type of Funds

Revenue generated by the non-refundable student fees shall be classified as restricted and placed in restricted fund accounts.

3.0 Student Activity Restricted Fund Account

3.1 This account is designated to provide funding for student activity personnel costs and such student activities as the student newspaper, social events, community projects, intramurals, intercollegiate athletics, Student Government Association, student leadership development, and Phi Theta Kappa.

3.2 Management of the Student Activity budget is the responsibility of the Vice President of Student Services.

3.3 The Student Activity budget may also receive additional revenue from the Student Activities Center game room and approved student organization fund raising events.

- 3.4 All applicable College, State, and Federal financial and procurement rules, regulations, procedures, policies, etc., shall apply to the management of the Student Activity budget.
- 4.0 Enrollment Restricted Fee Account
- 4.1 This account is designated to provide funding for processing applications, registration, and graduation program transcripts and related personnel and operational costs, as well as, portions of funding for campus lighting, building security, security systems, personal safety and welfare and parking services.
- 4.2 Management of the Enrollment Fee budget is the responsibility of the Vice President of Administrative Services and the Vice President of Student Services.
- 4.3 All applicable College, State, and Federal financial and procurement rules, regulations, procedures, policies, etc., shall apply to the management of the Enrollment Fee budgets.

Procedure Review		
Review Date	Reviewed By	Date Completed
03/01/2004		
03/10/2011		