

MANUAL OF POLICY

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POLICY TITLE: Administrative Fees and Sponsor Services

LEGAL AUTHORITY: FLORIDA STATUTES 1002.33
STATE BOARD OF EDUCATION RULE 6A-6.0790,
FLORIDA ADMINISTRATIVE CODE

DATE OF LAST REVIEW: 7/21/2026

DATE OF BOARD ACTION: 7/21/2026

1. The purpose of this policy is to ensure that Miami Dade College (MDC), through the Florida Charter Institute (FCI), certifies sound fiscal oversight, strong internal controls, and appropriate collection and use of sponsor fees.
2. The FCI shall maintain structures, procedures and internal controls that ensure appropriate segregation of duties, accurate financial recordkeeping, compliance with applicable state and federal laws/regulations and MDC policies, and ethical stewardship of public funds.
3. MDC shall assess and collect administrative fees as described in Section 1002.33(20)(a), Florida Statutes in a transparent manner. Administrative fees shall be used to support sponsor responsibilities described in Section 1002.33(20), Florida Statutes, including oversight and compliance.
4. MDC may implement additional charges for sponsor-provided services to sponsored schools. In the event MDC offers additional services to sponsored schools, FCI shall establish clear invoicing standards which include descriptions of fees or charges and applicable payment timelines.
5. Procedures. The Executive Director of the FCI is responsible for and authorized to adopt procedures necessary for implementing this policy.

 July 21, 2026
CHAIRMAN DATE