

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3108

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PROCEDURE TITLE: Allied Health and Nursing Program
Malpractice Insurance Premiums

STATUTORY REFERENCE: STATE BOARD OF EDUCATION RULE 6A-14.054

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: July 3, 1986

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005


I. PURPOSE

To provide guidelines for establishing and entering the student fee for malpractice insurance premium in the registration fee table.

II. PROCEDURE

- A. Students enrolled in Allied Health and Nursing program will be assessed a malpractice insurance premium fee once during each academic year. The academic year will be deemed to have commenced during the Fall Term and end during the last Summer Term. Each student will be assessed the fee during their first semester enrolled during the academic year. The Director of Risk Management will determine and communicate any change in the fee amount to the Fee Table Administrator via the Vice Provost for Business Affairs for approval.
- B. Upon receipt, from the Director of Risk Management, of any change in the malpractice insurance premium fee, the Fee Table Administrator will update the registration fee table in the College's mainframe computer.

- C. A document (i.e., the computer printout generated as a result of the update) will be transmitted to the Director of Risk Management as confirmation that the approved change has been made.

	
	10/11/05
PRESIDENT	DATE