

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3128

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PROCEDURE TITLE: Charge Accounts for Student Fees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65(1)
STATE BOARD OF EDUCATION RULE 6A-14.054(11)

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: March 25, 1981

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide guidelines for establishing charge accounts for student fees.

II. PROCEDURE

A. Student may be admitted and registered, and receive educational services if any agency has completed the Contract/Authorization for Payment of Student Fees by Agency (AR4-1-86), and the Contract is appropriately approved and accepted.

B. College approval of completed form is as follows:

1. Governmental agencies


The Campus Bursar is authorized to approve and accept for the College when the contract is \$1,000 or less. Contracts exceeding \$1,000 require approval and acceptance by the Campus President or Vice Provost for Business Affairs and/or Controller.

2. Non-governmental agencies

The Vice Provost for Business Affairs and/or the Controller is authorized to approve and accept for the College regardless of amount.

C. Distribution of Contract/Authorization for Payment of Student Fees by Agency (SFS-08/30/02)

- Original - Student Financial Services
- Copy - Sponsoring Agency
- Copy - Originating MDC Department

	
	10/11/05
PRESIDENT	DATE