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

[Signature]
10/11/05
PRESIDENT DATE