I. PURPOSE

To establish procedures for receiving payment from agencies or companies when a non-credit course is taught to a number of their employees, as a group. For example: The John Doe Company will pay $200 for Miami Dade College to teach a non-credit course, such as Office Procedures, to a specified number of their employees.

II. GUIDELINES

Agencies or companies may pay the flat fee at the time of registration or complete a Contract/Authorization for Payment of Student Fees upon completion of the course.

III. PROCEDURE

A. When payment is received with registration forms:

1. The agency will make arrangements with the campus organization providing the course for the registration of students, and deliver payment to the Campus Bursar's Office. The Campus organization providing the course will identify the agency and the students, and social security or student numbers, for each course, and forward this information to the Campus Registrar and the Student Financial Services Department prior to the first day of class.
2. The Campus Bursar's Office will deposit the payment into the account designated for deposit of flat fee revenue. The designated revenue account number is:

10090000-D19000-90-40271 Tuition Flat Fees

3. A copy of the receipt identifying the course location and sequence number must be sent to the Student Financial Services Department.

B. The campus organization providing the course will coordinate with the agency all the necessary arrangements for the course and will require the agency to complete Form AR4-1-86; Contract/Authorization for Payment of Student Fees by Agency. This form should be completed two weeks prior to the first day of classes for the subject courses.

1. The contract must be sent to the Student Financial Services Department. The Student Financial Services Department will bill the agency or company upon completion of the course. An accounts receivable will be recorded in the general ledger by debiting the appropriate receivable account and crediting designated revenue account.

3. When payments are received, the appropriate receivable account will be credited.

C. Contract and Payment Verification:

1. The contract or verification of the receipt of the payment must be provided to the Student Financial Services Department prior to the first day of class.

2. The Student Financial Services Department will update the Maintain Class Schedule screen in the Student System to indicate that the College has received payment or a Contract/Authorization for Payment of Students Fees to allow for the processing of registration forms.

3. If registration is not permitted because the Maintain Class Schedule screen indicates that the payment or a contract has not been received, the unprocessed registration batch will be returned to the program coordinator. The program coordinator will forward the required documents to the Student Financial Services Department. Registration processing may continue upon receipt of the fee payment or a contract by the Student Financial Services Department.
D. Reconciliation Process:

1. At the end of each term, the Student Financial Services Department will compare flat fee registration activity to the related financial activity accounts for all courses. The appropriate Department will be notified of any discrepancies or missing documentation.

2. The Student Financial Services Department will maintain a complete central file for all activity concerning flat fee courses, collections, and contracts.

10/11/05

PRESIDENT

DATE