MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3129

PROCEDURE TITLE: Flat Fee Contracts for External Parties

STATUTORY REFERENCE: Section 1001.65(1), Florida Statutes
STATE BOARD OF EDUCATION, RULE 6A-14.054(6), Florida Administrative Code

BASED ON POLICY: III-l College Business Affairs

EFFECTIVE DATE: July 25, 1980

LAST REVISION DATE: March 16, 2023

LAST REVIEW DATE: ~~March 16, 2023~~; January 30, 2024

I. PURPOSE

To provide guidelines establishing flat fee contracts for the payment of non-credit courses for an external organization's employees taught in a group.

Miami Dade College (MDC) offers the community continuing education, such as workforce training, adult education programs, and personal enrichment opportunities. These classes are offered as non-credit classes through the School of Continuing Education & Professional Development, School of Justice, School of Global Business, Trade and Transportation, School of Education, etc. In addition to courses open to all students, these schools offer non-credit classes to external organizations to provide continuing education to their employees and/or customers for an agreed-upon flat fee.

For example, Company A will pay $200 for MDC to teach a non-credit course, such as Office Procedures, to a specific number of employees working for Company A.

II. GUIDELINES

The external organization must have a fully executed Contract/Authorization for Payment of Student Fees before a flat fee course is set up in the College's system. Student Financial Services will bill external Organizations for the courses prior to the end of the academic term.

III. PROCEDURE

A. Contract/Authorization for Payment of Student Fees

1. The College department providing the course will coordinate with the external organization all the necessary arrangements.

2. The coordinating College department will initiate the routing of the Third-Party/Sponsor Payment Authorization Form. All parties must sign the Payment Authorization Form.

3. The Third Party/Sponsor Payment Authorization Form must be submitted to the MDC Controller's office for review and approval. The Controller's Office and the coordinating College department will identify the funding source.

B. Contract Processing

1. The Controller's Office submits the fully executed Third-Party/Sponsor Payment Authorization Form to Student Financial Services (SFS).

2. SFS will contact the coordinating College department for additional information required to set up the external organization and contract in the College's systems.

3. A preliminary invoice summary will be provided to school coordinators for final review and approval. Once approved, SFS will generate and mail the final invoice to the external organization.

4. Check payments from external organizations are to be mailed to the Miami Dade College Controller's Office at 11011 SW 104th Street, #9254, Miami, FL 33176.

5. Payments are processed and applied by Controller's office to the appropriate receivable account.

C. Reconciliation Process

1. At the end of each academic term, SFS will compare flat fee registration activity to the related financial activity accounts for all courses. The appropriate College department will be notified of any discrepancies or missing documentation.

2. SFS will keep records of all activity concerning flat fee courses, collections, and contracts.

	01/30/2024
PRESIDENT	**DATE**