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Just Read, Florida!

June 26, 2008

MEMORANDUM

TO: District School Superintendents

FROM: Lucy D. Hadi, Chancellor, Division of Workforce Education
Frances Haithcock, Chancellor, Division of Public Schools

SUBJECT: 2008-09 Workforce Education Tuition and Fees

The purpose of this memorandum is to provide districts with the information necessary to establish tuition and fees for adult and postsecondary workforce education programs for 2008-09. There have been changes in the standard tuition requirement for the 2008-09 year. Please see the attachment for a specific explanation of the changes and new requirements.

- Attachment – Workforce Education Tuition and Fees 2008-09 (Word)

If you have any questions about these issues, please contact Michelle Schmidt at (850) 245-9005 or via e-mail at michelle.schmidt@fldoe.org.

LDH/FH/sms

Attachment

c: School District Finance Officers
School District Local Vocational Directors
Technical Center Directors
Adult Education Directors

Attachment

Workforce Education Tuition and Fees
2008-09

The 2008 General Appropriations Act amended the tuition and fees policies for 2008-09. The following changes to tuition levels for 2008-09 were included:

- **Effective July 1, 2008, the standard tuition was increased to $1.77 for Career Certificate and $0.87 for Adult General Education.**

According to the workforce development fees statute, section 1009.22(3)(e), Florida Statutes (F.S.), a district's tuition must be within 5 percent of the standard tuition (above or below) and out of state fee, if applicable. **Therefore, the 2008-09 standard tuition range for certificate programs is $1.68 to $1.86 and the range for Adult General Education is $0.83 to $0.91.** *NOTE: If a district's 2007-08 standard tuition falls within the range above, the school board is not required to raise tuition in 2008-09. If a district's 2007-08 career certificate (PSAV) tuition was $1.64, the new tuition for 2008-09 must be increased (at a minimum) to $1.68 in order to be within 5% of the standard tuition of $1.77.*

The table found on the next page provides a summary of the charges allowed for the program areas of Career Certificates (PSAV), Applied Technology Diplomas (ATD), and Adult General Education (AGE). The summary includes ranges for tuition, out-of-state fees, the full cost of instruction and the optional fees for student financial aid and capital improvement.

Student financial aid and capital improvement fees are **discretionary and are therefore not required**. However, it is important to note that if these fees are charged, the amount allowed to be charged for these two fees varies. If student financial aid fees are charged, the highest amount allowed is 10% of tuition (for residents) or 10% of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount charged for student financial aid can be any percent **up to 10%**. If capital improvement fees are charged, the highest amount allowed is 5% of tuition (for residents) or 5% of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount allowed to be charged for a capital improvement fee is any percent **up to 5%**.

Most students enrolled in Adult General Education courses are fee exempt. Section 1009.25(1), F.S., addresses the specific requirements for fee exemption. In summary, students who meet the following criteria are considered to be fee-exempt while enrolled in any adult basic, adult secondary, or career-preparatory instruction: (1) a student who does not have a high school diploma or its equivalent, or (2) a student who has a high school diploma or its equivalent and who has academic skills at or below the eighth grade level as measured by the Test for Adult Basic Education (TABE).

Career Certificate/Applied Technology Diploma			
RESIDENT	**Standard Fee Rate**	**Minimum Fee Rate [1]**	**Maximum Fee Rate [1]**
Tuition	1.77	1.68	1.86
Student Financial Aid [2] *(10% of Tuition)*	0.18	0.17	0.19
Capital Improvement Fee [2] *(5% of Tuition)*	0.09	0.08	0.09
NONRESIDENT	**Standard Fee Rate**	**Minimum Fee Rate [1]**	**Maximum Fee Rate [1]**
Tuition	1.77	1.68	1.86
Out-of-State Fee	5.31	5.04	5.58
Full Cost: Standard Tuition + Out-of-State Fee	7.08	6.72	7.44
Student Financial Aid [2] *(10% of Tuition +Out of State Fee)*	0.71	0.67	0.74
Capital Improvement Fee [2] *(5% of Tuition + Out of State Fee)*	0.35	0.34	0.37

Adult General Education [3] (for Non-fee exempt or Non-fee waived students)			
RESIDENT	**Standard Fee Rate**	**Minimum Fee Rate [1]**	**Maximum Fee Rate [1]**
Tuition	0.87	0.83	0.91
Student Financial Aid [2] *(10% of Tuition)*	0.09	0.08	0.09
Capital Improvement Fee [2] *(5% of Tuition)*	0.04	0.04	0.05
NONRESIDENT	**Standard Fee Rate**	**Minimum Fee Rate [1]**	**Maximum Fee Rate [1]**
Tuition	0.87	0.83	0.91
Out-of-State Fee	2.61	2.49	2.73
Full Cost: Standard Tuition + Out-of-State Fee	3.48	3.32	3.64
Student Financial Aid [2] *(10% of Tuition + Out of State Fee)*	0.35	0.33	0.36
Capital Improvement Fee [2] *(5% of Tuition + Out of State Fee)*	0.17	0.17	0.18

(1) Five percent above or below the standard tuition is permissible according to s.1009.22(3)(f), F.S.
(2) Student Financial Aid and Capital Improvement Fees are discretionary and are not required.
(3) Most students enrolled in Adult General Education courses are fee exempt. See s.1009.22(2) and 1009.25(1), F.S., for specific statutory requirements.

Continuing Workforce Education (CWE)

In 1999, the method for establishing fees for Continuing Workforce Education shifted to local school districts. Section 1009.22(3)(b), Florida Statutes (F.S.), states:

> Fees for continuing workforce education shall be locally determined by the school board. However, at least 50 percent of the expenditures for the continuing workforce education program provided by the school district must be derived from fees.

Statutory References for Fees

Tuition Statutes

The following are the current statutory references related to Workforce Fees.

Section 1009.22, F.S., Workforce education postsecondary student fees.
Section 1009.25, F.S., organizes all fee exemptions for all sectors.
Section 1009.26, F.S., organizes all fee waivers for all sectors.
Section 1009.27, F.S., organizes references to fee deferrals for all sectors.

Standard Tuition

Effective July 1, 2008, standard tuition shall be $1.77 per contact hour for programs leading to a career certificate or an applied technology diploma and $0.87 for adult general education programs (see specific Appropriation 120 in 2008 General Appropriations Act – HB 5001). Each district school board may adopt tuition that is within the range of 5 percent below to 5 percent above the standard tuition and out-of-state fee, if applicable (section 1009.22(3)(e), F.S.).

Beginning with the 2008-09 fiscal year and each year thereafter, the standard tuition per contact hour shall increase at the beginning of each fall semester at a rate equal to inflation, unless otherwise provided in the General Appropriations Act. The inflation rate will be reported by the Office of Economic and Demographic Research to the President of the Senate, the Speaker of the House of Representatives, the Governor, and the State Board of Education each year prior to March 1.
Note: Since the fee was included in the General Appropriations Act, this inflationary increase does not apply for 2008-09.

Nonresident Fees

As found in section 1009.22(3)(c), F.S., beginning July 1, 2008, "The out-of-state fee per contact hour shall be three times the standard tuition per contact hour."

Financial Aid Fee

School districts are ***permitted*** to collect, for financial aid purposes, up to an additional 10 percent of the student fees collected for *workforce development education programs* as stated in section 1009.22(5), F.S.

Capital Improvement Fee

School districts are ***permitted*** to collect a separate capital improvement fee for capital improvements, technology enhancements, or equipping buildings which may not exceed 5 percent of the tuition fee for resident students or 5 percent of the tuition and out-of-state fee for nonresident students. For additional information see section 1009.22(6), F.S.

Technology Fee

School districts are permitted to collect a separate technology fee, effective July 1, 2009. Section 1009.22(7), F.S., addresses the statutory requirements. According to the statute, "Each district school board and community college board of trustees is authorized to establish a separate fee for technology, not to exceed 5 percent of tuition per credit hour or credit-hour equivalent for resident students and not to exceed 5 percent of tuition and the out-of-state fee per credit hour or credit-hour equivalent for nonresident students. Revenues generated from the technology fee shall be used to enhance instructional technology resources for students and faculty and shall not be included in any award under the Florida Bright Futures Scholarship Program…"

Other Fees
Sections 1009.22(8) and (9), F.S., states:

> (8) Each district school board is authorized to establish specific fees for workforce development instruction not reported for state funding purposes or for workforce development instruction not reported as state funded full-time equivalent students. District school boards and district boards of trustees are not required to charge any other fee specified in this section for this type of instruction.
>
> (9) District school boards are not authorized to charge students enrolled in workforce development programs any fee that is not specifically authorized by statute. In addition to matriculation, tuition, financial aid, capital improvement, and technology fees, as authorized in this section, district school boards are authorized to establish fee schedules for the following user fees and fines: laboratory fees; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees, standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment. Such user fees and fines shall not exceed the cost of services provided and shall only be charged to persons receiving the service. . . .

Fee Exemptions
Fee exemptions are defined in section 1009.25, F.S.

Fee Waivers
Fee Waivers are defined in section 1009.26, F.S. School districts may provide fee waivers for programs funded through Workforce Development Education appropriations for up to 8 percent of the fee revenues that would otherwise be collected.

Differential Out-of-State Fee
Section 1009.22(4), F.S., provides that a district school board that has a service area that borders another state may implement a plan for a differential out-of-state fee.

Vocational Preparatory Instruction
There has been some confusion about fees for Vocational-Preparatory instruction. The Department now considers Vocational-Preparatory instruction as an Adult Education course. Students receiving this instruction are fee-exempt, if they satisfy the fee exemption criteria for Adult Education students. However, section 1009.22(3)(a), F.S., states: “Fee-nonexempt students enrolled in vocational-preparatory instruction shall be charged fees equal to the fees charged for certificate career education instruction.”

Contacts
If you have any questions about these issues, please contact Michelle Schmidt at (850) 245-9005 or via e-mail at michelle.schmidt@fldoe.org.