

School Board of Sarasota County, Florida  
**Sarasota County Technical Institute**

Request for School Board Approval of SCTI Tuition and Fee Structure for 2013-2014

**Background:**

Florida Statute provides for and requires the charging and collecting of tuition from adults for post-secondary programs funded by the Workforce Education Fund. (s. 1009.22, Florida Statutes)

This section of statute authorizes local school boards to establish tuition and lab fees for Workforce Education programs, fees for Continuing Workforce Education programs, and other programs not reported to the Department of Education for funding purposes.

The presented tuition for Adult Occupational Programs (Career Certificate) and Adult General Education is equal to the state standard tuition rate.

As part of this request, SCTI is also including high school fees, testing fees, and facility rental agreements for informational purposes.

**Attachments:**

Adult Student Tuition and Fee Schedule for 2013-2014  
PSAV Program Master Fee Matrix for 2013-2014  
High School Student Fee Schedule for 2013-2014  
Testing Fee Schedule for 2013-2014  
Facility Rental Agreements (2) for 2013-2014  
FLDOE Memorandum: Workforce Education Tuition and Fees for 2013-2014  
FLDOE Memorandum: Workforce Education Tuition and Fees for 2012-2013  
FLDOE Attachment: Workforce Education Tuition and Fees for 2012-2013

**Motion:**

That the tuition and fee structure proposed for 2013-2014 at the Sarasota County Technical Institute be approved as presented in the attachments.

School Board of Sarasota County, Florida  
**Sarasota County Technical Institute**

Adult Student Tuition and Fee Schedule for 2013-2014

**Student Services:**

Processing Fee (\$45.00): Assessed for all adults obtaining services prior to registration into occupational programs to include counseling, application, and pre-program testing.

Registration Fee (\$10.00): Assessed once per fiscal year at time of registration into an occupational program.

**Postsecondary Adult Occupational Programs:**

Postsecondary adult occupational program tuition is assessed at an hourly rate based on student contact hours of instruction in a given program.

<u>Resident Tuition (\$2.78 hour)</u>		<u>Non-Resident Tuition (\$11.17 hour)</u>	
Tuition	\$2.33	Tuition	\$2.33
Financial Aid Fee	.23	Out of State Fee	6.99
Capital Outlay Fee	.11	Financial Aid Fee	.93
Technology Fee	.11	Capital Outlay Fee	.46
		Technology Fee	.46

In addition to hourly tuition, each postsecondary adult occupational program assesses specific fees for the operation of labs, uniforms, supplies, drug testing, and dues for co-curricular student organizations. A schedule of program fees for the 2013-2014 is attached.

All postsecondary adult occupational program students who park on the campus of SCTI will be required to display a SCTI hangtag. The cost per hangtag is \$10.00.

**Adult General Education:**

Adult General Education (AGE) program tuition for Florida residents is \$45.00 per half year. For students who are not Florida residents, tuition is \$45.00 plus an additional out-of-state fee of \$135.00 per half year. These charges do not vary based on instructional hours scheduled, or number of AGE programs in which the student is enrolled. After July 1, 2013 some students may be fee-exempt when enrolling in AGE programs pursuant to s. 1009.25, Florida State Statutes.

All AGE students who park on the campus of SCTI will be required to display a SCTI hangtag. The cost per hangtag is \$10.00.

**Continuing Workforce Education:**

Continuing Workforce Education (CWE) courses are self-supporting and receive no funding from state sources. Tuition and fees must be assessed to completely support any course offering.

CWE tuition is assessed at an hourly rate based on student contact hours. As a general rule, CWE courses will be assessed at 2.5 times the resident rate of Adult Occupational Programs.

The base tuition for Continuing Workforce Education is \$6.98 per hour.

This rate may vary to allow for unique course offerings that may be more expensive to administer.

In addition to the hourly tuition described above, all students enrolling in CWE programs will be assessed a registration fee (\$10.00) and a lab fee for each course they elect to attend.

**Fee Supported Courses:**

Some courses, such as those offered through the Adult and Community Enrichment (ACE) program, do not meet the definition of continuing workforce education. In these cases, tuition and fees must be assessed to completely support the course offering. Tuition and fees for these courses will be determined on an individual basis by the administrator of the program. Student fees will be based on expenses incurred by the program, including staff salary, materials consumed, facility usage, equipment, and administrative overhead.

School Board of Sarasota County, Florida  
**Sarasota County Technical Institute**

Post-Secondary Adult Vocational (PSAV) Tuition and Fee Master Index for 2013-14

Program	Career Cluster	Prog/Course Number	Program Hours	App Fee	Reg. Fee	Activity Fee	Tuition	Financial Aid Fee	Capital Imp. Fee	Tech Fee	Lab Fee	Non-Ref Lab Fee	Online Fee	Entrances Fees	Program Cost
Accounting Operations	Business Mgmt & Admin	S070110	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	528.28	-	75.00	-	\$ 3,192.70
Administrative Office Specialist	Business Mgmt & Admin	S070330	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	555.66	-	75.00	-	\$ 3,641.49
Applied Cybersecurity	Information Technology	Y100300	750	45.00	10.00	20.00	1,747.50	174.75	87.38	87.38	550.00	-	75.00	-	\$ 2,797.01
Automotive Collision Repair & Refinishing 1 & 2	Trans. Dist. & Logistics	T400100/T400200	1350	45.00	10.00	20.00	3,145.50	314.56	157.30	157.30	1,499.00	100.00	-	-	\$ 5,447.66
Automotive Service Technology 1 & 2	Trans. Dist. & Logistics	T400700/T400800	1620	45.00	10.00	20.00	3,774.60	377.49	188.78	188.78	872.00	-	75.00	-	\$ 5,651.61
Business Supervision and Management	Business Mgmt & Admin	S060200	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	528.28	-	75.00	-	\$ 3,192.70
Commercial Foods and Culinary Arts	Hospitality & Tourism	M100500	1200	45.00	10.00	100.00	2,796.00	279.60	139.80	139.80	1,100.00	-	-	-	\$ 4,610.20
Computer Systems and Information Technology	Information Technology	Y100200	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	660.00	-	-	-	\$ 3,251.42
Correctional Officer	Law, Public Safety & Security	P430102	420	45.00	10.00	20.00	978.60	97.86	48.93	48.93	910.90	100.00	-	230.50	\$ 2,490.72
Cosmetology	Human Services	D500100	1200	45.00	10.00	20.00	2,796.00	279.61	139.80	139.80	855.36	-	-	-	\$ 4,285.57
Crossover from Correctional Officer to LEO	Law, Public Safety & Security	P430125	489	45.00	10.00	20.00	1,139.37	113.94	56.97	56.97	423.01	-	-	40.00	\$ 1,905.26
Crossover from Law Enforcement Officer to CO	Law, Public Safety & Security	P430125	186	45.00	10.00	20.00	363.48	36.34	18.17	18.17	191.51	-	-	40.00	\$ 742.67
Customer Assistance Technology	Business Mgmt & Admin	S079100	450	45.00	10.00	20.00	1,048.50	104.85	52.44	52.44	238.14	-	75.00	-	\$ 1,466.37
Digital Video Production	Arts, AV Tech & Comm	K700100/K700200	1200	45.00	10.00	85.00	2,796.00	279.60	139.81	139.81	1,001.58	-	75.00	-	\$ 4,671.80
Drafting	Arts, AV Tech & Comm	I100240	1500	45.00	10.00	45.00	3,495.00	349.50	174.78	174.78	1,053.00	-	-	-	\$ 5,347.02
Early Childhood Education	Architecture & Construction	C100200	1500	45.00	10.00	45.00	3,495.00	349.50	174.79	174.79	1,125.00	-	-	-	\$ 5,419.08
Emergency Medical Technician	Health Science	E300100	800	45.00	10.00	20.00	1,398.00	139.80	69.92	69.92	345.60	-	-	-	\$ 2,099.24
Facials Specialty	Human Services	W170205	280	45.00	10.00	20.00	582.50	58.25	29.13	29.13	610.33	66.70	-	106.00	\$ 1,576.04
Fire Fighter	Human Services	I120424	280	45.00	10.00	20.00	605.80	60.58	30.29	30.29	168.46	-	-	-	\$ 970.44
Introduction to A/C, Refrig & Heating Technology	Law, Public Safety & Security	P430205	398	45.00	10.00	20.00	927.34	92.74	46.37	46.37	1,247.52	306.00	-	1,072.25	\$ 3,813.59
Legal Administrative Specialist	Law, Public Safety & Security	C400100	290	45.00	10.00	20.00	582.50	58.25	29.13	29.13	75.00	-	-	-	\$ 849.01
Legal Enforcement Officer	Law, Public Safety & Security	P430105	770	45.00	10.00	20.00	1,794.10	179.40	89.71	89.71	1,117.02	100.00	-	230.50	\$ 3,675.44
Marine Service Technology 1 & 2	Business Mgmt & Admin	S072000	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	555.66	-	75.00	-	\$ 3,641.49
Medical Administrative Specialist	Business Mgmt	S070300	1050	45.00	10.00	20.00	3,145.50	314.55	157.29	157.29	1,211.78	-	-	-	\$ 5,061.41
Medical Laboratory Assisting	Health Science	H170306	466	45.00	10.00	20.00	1,083.45	108.35	54.18	54.18	357.00	256.00	75.00	106.00	\$ 2,167.16
Medical Laboratory Assisting	Health Science	H170306	240	45.00	10.00	20.00	559.20	55.92	27.96	27.96	155.82	-	-	-	\$ 901.56
Net Application Development and Programming	Information Technology	Y700400	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	520.38	-	75.00	-	\$ 3,606.21
Nursing Assistant	Health Science	H170602	120	45.00	10.00	20.00	279.60	27.96	13.98	13.98	177.03	51.00	-	106.00	\$ 743.55
Paramedic	Health Science	W170206	1100	45.00	10.00	20.00	2,568.00	256.80	128.15	128.15	663.73	204.00	75.00	175.00	\$ 4,468.33
Practical Nursing	Health Science	H170605	1350	45.00	10.00	20.00	3,145.50	314.56	157.29	157.29	1,156.42	357.00	75.00	216.00	\$ 5,683.06
Precision Machining	Manufacturing	L480503	1200	45.00	10.00	20.00	2,796.00	279.60	139.81	139.81	400.00	-	-	-	\$ 4,830.22
Surgical Technology	Health Science	H170211	1330	45.00	10.00	20.00	3,069.90	309.99	154.98	154.98	1,463.69	147.90	300.00	175.00	\$ 5,860.30
Veterinary Assisting	Agric, Food & Nat. Resources	A010512	750	45.00	10.00	90.00	1,747.50	174.75	87.39	87.39	192.01	100.00	-	-	\$ 2,464.04
Web Development	Information Technology	Y700100	1050	45.00	10.00	20.00	2,446.50	244.65	122.36	122.36	140.00	-	75.00	-	\$ 3,225.87

School Board of Sarasota County, Florida  
**Sarasota County Technical Institute**  
High School Student Fee Schedule  
2013-2014

**All high school students who park on the campus of SCTI will be required to display a SCTI parking tag. The cost per tag is \$10.00.**

**Membership in program specific career and technical student organizations (CTSOs) is available to students. Membership fees range from \$15.00 to \$20.00 and are payable directly to each organization.**

**Accounting Applications 8302100**

Program Uniform (2 @ \$14.95)	\$29.90
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**Administrative Office Specialist 8212500**

Program Uniform (2 @ \$14.95)	\$29.90
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**Applied Cybersecurity 9001300**

Program Uniform (2 @ \$14.95)	\$29.90
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**Automotive Collision Repair and Refinishing 8709000**

Program Uniform (2 @ \$19.95)	\$39.90
Safety Glasses*	2.95
Lock	5.00

**Automotive Service Technology 8709400**

Program Uniform (2 @ \$19.95)	\$39.90
Metric 6" Steel Rule*	2.95
Safety Glasses*	2.95
Thermometer*	5.95
Lock	5.00

**Business Supervision and Management 8215200**

Program Uniform (2 @ \$14.95)	\$29.90
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**Commercial Foods & Culinary Arts (DE) N100500**

Program Uniform (2 @ \$42.85)	\$85.70
Lock	5.00

**Computer Systems and Information Technology 9001200**

Program Uniform (2 @ \$14.95)	\$29.90
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**Cosmetology (1st Year) 8905100**

Program Uniform (2 @ \$35.90)	\$71.80
Cosmetology Kit	406.95

**Cosmetology (2nd Year) 8905100**

Program Uniform (2 @ \$35.90)	\$71.80
Manikin - Sam II Blonde	43.95
Manikin - Sam II Brown	43.95

**Culinary Arts 8800500**

Program Uniform (2 @ \$42.85)	\$85.70
Lock	5.00

**Customer Assistance Technology 8218100**

Program Uniform (2 @ \$14.95)	\$29.90
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**Digital Design 8209600**

Program Uniform (2 @ \$14.95)	\$29.90
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**Digital Video Production 8772400**

Program Uniform (2 @ \$14.95)	\$29.90
DVDs with Cases (10)*	\$11.95

**Drafting 8725000**

Program Uniform (2 @ 14.95)	\$29.90
Lock	5.00

**Early Childhood Education (1st Year) 8405100**

Program Uniform (2 @ \$37.90)	\$75.80
Lock	5.00

**Early Childhood Education (2nd Year) 8405100**

Program Uniform (2 @ \$37.90)	\$75.80
CPR Class	20.00
State Exams (Special Needs & Early Literacy)	20.00
Lock	5.00

**Emergency Medical Responder 8417170**

Program Uniform (2 @ \$23.95)	\$47.90
Drug Testing	65.00
Medical Supplies	135.00
Project Supplies	20.00

**Emergency Medical Technician (DE) W170205**

Program Uniform (2 @ \$23.95)	\$47.90
Drug Testing	65.00
Medical Supplies	135.00
Project Supplies	20.00

**Introduction to Fire Fighting 8918200**

Program Uniform (2 @ \$28.95)	\$57.90
Drug Testing	65.00
Medical Supplies	135.00
Project Supplies	20.00

**Legal Administrative Specialist 8212000**

Program Uniform (2 @ \$14.95)	\$29.90
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**Marine Service Technology 8751000**

Program Uniform (2 @ \$19.95)	\$39.90
Safety Glasses*	2.95
Lock	5.00

**Medical Administrative Specialist 8212300**

Program Uniform (2 @ \$14.95)	\$29.90
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**.Net Application Development and Programming 9007400**

Program Uniform (2 @ \$14.95)	\$29.90
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**Nursing Assistant - Acute and Long Term Care 8417210**

Program Uniform (2 @ \$37.90)	\$75.80
Drug Testing	65.00
Medical Supplies	135.00
Project Supplies	20.00

**Practical Nursing 8418300**

Program Uniform (2 @ \$60.90)	\$121.80
Drug Testing	65.00
Medical Supplies	135.00
Project Supplies	20.00

**Veterinary Assisting 8115110**

Program Uniform (2 @ \$19.95)	\$39.90
Medical Supplies	53.00
Online Curriculum	34.00

**Web Development 9001100**

Program Uniform (2 @ \$14.95)	\$29.90
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**\*These items are available in the SCTI bookstore at the stated price, but may be purchased elsewhere at the student's discretion.**

**The waiver of high school fees is available.**



School Board of Sarasota County  
**Sarasota County Technical Institute**

Testing Fee Schedule for 2013-2014

Certiport Testing – Public	\$40.00
• Exams individually purchased by client directly with Certiport	
Comira Testing – Public	Paid per test by company
Criminal Justice Basic Ability Test (CJBAT)	
CJBAT Exam	\$40.00
CJBAT Re-Test	\$35.00
CJBAT/TABE Combination Exam	\$60.00
Health Education System, Inc. (HESI)	
HESI Exam	\$40.00
HESI Exam for Other Institutions	\$45.00
ISO Quality Testing	Paid per test by company
Kryterion Testing	Paid per test by company
Peason Vue	Paid per test by company
Prometric	Paid per test by company
Praxis Paraprofessional Examination	
SBSC Employees	\$50.00
All Others	\$75.00
Performance Assessment Network (PAN)	
SBSC Employees - free, first time only (HR pays first time fee)	
Access 2010	\$25.00
Word 2010	\$25.00
Excel 2010	\$25.00
Bookkeeping	\$25.00
Registrar 2011	\$25.00
ETS Registrar	\$50.00
Surgical Technology	
Surgical Technology Exam Mail-out Administration	\$50.00

School Board of Sarasota County  
**Sarasota County Technical Institute**

Testing Fee Schedule for 2013-2014

Test of Adult Basic Education (TABE)

TABE Re-Test per section	\$ 5.00
TABE Complete Exam Re-Test	\$20.00
TABE for All Others	\$40.00
TABE Mail-out Administration	\$50.00

Western Governor's University (WGU)

WGU Online Exam	\$40.00
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Other Charges and Fees

Extra Copy of Official Results	\$ 5.00
Proctor Fee for Other Agencies	\$40.00
Proctor Fee, Returning Clients for Other Agencies	\$35.00

Sarasota County Schools, Sarasota, Florida  
**Employment Testing Information**

Effective July 1, 2013

Applicants interested in positions with the Sarasota County Schools should check the Job Qualifications on the Human Resources website to identify required testing. Applicants must pass the appropriate tests **PRIOR** to the closing date of the posted position. We strongly encourage having all tests related to your fields of interest on file, even if a position is not currently posted.

To schedule an appointment to take a test, please contact:

**Sarasota County Technical Institute**  
**Testing Center, Student Services, 4748 Beneva Road, Sarasota, FL 34233**  
**(941) 924-1365 x 62322 or 62236**

The SCTI Testing Center follows the SCTI school calendar and testing hours are:

**Monday, Thursday and Friday - 7:30am - 11:30am**

**Tuesday and Wednesday - 7:30am - 4:00pm**

**ALL Human Resources Testing Requires an Appointment.**

Current testing calendars are available at the [www.SCTI.edu](http://www.SCTI.edu) > [Testing Center](#). There is a test fee for job applicants and re-takers. School-board appointed employees, however, may take the first test per skill area at no cost, provided an earlier version was not taken. Test results are provided at the end of each test. Tutorial information is provided through Human Resources or on the SCTI Test Center website [www.SCTI.edu](http://www.SCTI.edu) > [Testing Center](#).

Skill Area	SCSB First Test Cost	Test Cost	Time
	Sarasota County Schools Employees only	Applicants & Retakes	
Microsoft Word 2010	no cost	\$25	30 Minutes
Microsoft Excel 2010	no cost	\$25	30 Minutes
Microsoft Access 2010	no cost	\$25	30 Minutes
Registrar 2011	no cost	\$25	30 Minutes
Bookkeeping	no cost	\$25	45 minutes
ETS Registrar	no cost	\$50	45 Minutes

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The testing requirements for the positions listed below are specific to the position and the above testing fee structure does not apply.

**Paraprofessional Aide III Positions:** Anyone applying for these positions must possess an AA degree or its equivalent (60 undergraduate semester hours from an accredited college/university), or successfully pass the ParaPro Test. The ParaPro Test is administered at the SCTI Test Center. Tutorials can be found on [www.ets.org](http://www.ets.org). The cost for a School Board Appointed Employee is \$50. The cost for all Applicants is \$75.

**Bus Driver Positions:** Please contact Transportation at (941) 486-2141 for specific details, applicable fees, and scheduling.

**Food Service Assistant II Positions:** Please contact Tracy Brizendine at (941) 486-2199 or [Tracy\\_Brizendine@sarasota.k12.fl.us](mailto:Tracy_Brizendine@sarasota.k12.fl.us) for specific details, applicable fees and scheduling.

# Sarasota County Technical Institute

Facility Utilization Worksheet  
 During Normal Building Operations



2013-2014

Organization: \_\_\_\_\_

Contact (Name / Phone #): \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Room / Area	Capacity	Hourly Rate	Quantity	Total
Conference Center	250	\$95		\$0
		\$75		\$0
Bistro	50	\$68		\$0
		\$58		\$0
Communicating Space / Atrium	Varies	\$95		\$0
		\$75		\$0
Conference Room	20	\$68		\$0
		\$0		\$0
Classroom	24	\$68		\$0
		\$0		\$0
Double Classroom	48	\$136		\$0
		\$0		\$0
Computer Lab	24	\$68		\$0
		\$0		\$0
Portable	24	\$25		\$0
		\$0		\$0
Room / Area Charges				\$0
Custodial, Cafeteria, & Technical Support (\$40 per hour)				\$0
Subtotal				\$0
Sales Tax (7%)				\$0
<b>Total Charges</b>				<b>\$0</b>

Commercial Organizations and Private Individuals
Nonprofit Organizations and Inter-local Agreements

*To manage access to the facilities of the Sarasota County Technical Institute, requests for utilization of the facility will be accepted from Commercial Organizations, Private Individuals, School-Based Organizations, School District Activities, and Fee Paying Non-Profit Organizations 180 days prior to the first day of the event. Requests for utilization of the facility from Fee Exempt Non-Profit Organizations and Inter-local Agreements will be accepted 90 days prior to the first day of the event.*

# Sarasota County Technical Institute

Facility Utilization Worksheet  
 During Extended Building Operations



2013-2014

Organization: \_\_\_\_\_

Contact (Name / Phone #): \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Room / Area	Capacity	Hourly Rate	Quantity	Total
Conference Center	250	\$95		\$0
		\$75		\$0
Bistro	50	\$68		\$0
		\$58		\$0
Communicating Space / Atrium	Varies	\$95		\$0
		\$75		\$0
Conference Room	20	\$68		\$0
		\$58		\$0
Classroom	24	\$68		\$0
		\$58		\$0
Double Classroom	48	\$136		\$0
		\$116		\$0
Computer Lab	24	\$68		\$0
		\$58		\$0
Portable	24	\$25		\$0
		\$15		\$0
Room / Area Charges				\$0
Custodial, Cafeteria, & Technical Support (\$40 per hour)				\$0
Subtotal				\$0
Sales Tax (7%)				\$0
<b>Total Charges</b>				<b>\$0</b>

Commercial Organizations and Private Individuals
Nonprofit Organizations and Inter-local Agreements

*To manage access to the facilities of the Sarasota County Technical Institute, requests for utilization of the facility will be accepted from Commercial Organizations, Private Individuals, School-Based Organizations, School District Activities, and Fee Paying Non-Profit Organizations 180 days prior to the first day of the event. Requests for utilization of the facility from Fee Exempt Non-Profit Organizations and Inter-local Agreements will be accepted 90 days prior to the first day of the event.*

# FLORIDA DEPARTMENT OF EDUCATION



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Rod Duckworth, Chancellor  
Career and Adult Education



## MEMORANDUM

**TO:** Technical Center Directors  
Adult Education Directors

**FROM:** Rod Duckworth 

**DATE:** July 2, 2013

**SUBJECT:** 2013-14 District Workforce Education Tuition and Fees

The 2013 General Appropriations Act does not include any change to the standard rate of tuition for district adult general education and career certificate/applied technology diploma programs. As such, the applicable tuition rates for 2013-14 are to be the same as current 2012-13 rates. Please refer to last year's tuition and fee memorandum for the 2012-13 rates which are in effect for the 2013-14 year.

Fee Memo: <http://www.fldoe.org/workforce/pdf/WFFeeMemo.pdf>

Fee Attachment: <http://www.fldoe.org/workforce/pdf/WFFeeMemoa.pdf>

If you have any questions, please contact Tara Goodman at [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org) or 850-245-9002.

TG/dg

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

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Division of Career and Adult Education



May 29, 2012

## MEMORANDUM

**TO:** District School Superintendents

**FROM:** Rod Duckworth, Chancellor, Division of Career and Adult Education  
Pam Stewart, Chancellor, Division of Public Schools

**SUBJECT:** 2012-13 Workforce Education Tuition and Fees

The purpose of this memorandum is to provide school districts with the information necessary to establish tuition and fees for adult and postsecondary workforce education programs for 2012-13. There have been changes in the standard tuition requirement for the 2012-13 year. **As of July 1, 2012, the standard tuition for Career Certificate courses has increased five percent (5%) from the previous year.** The standard tuition for Adult Education courses did not change from the 2011-12 standard block tuition rates. Please see the attachment for a specific explanation of the changes and new requirements.

- Attachment – Workforce Education Tuition and Fees 2012-13

If you have any questions about these issues, please contact Tara McLarnon at (850) 245-9005 or via e-mail at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org).

RD/tm

Attachment

cc: School District Finance Officers  
School District Career and Technical Education Directors  
Technical Center Directors  
District Adult Education Directors

**Attachment**  
**Workforce Education Tuition and Fees**  
**2012-13**

The 2012 General Appropriations Act amended the tuition and fees policies for 2012-13. The following changes to tuition levels for 2012-13 were included:

- **Effective July 1, 2012, the standard tuition was increased to \$2.33 for Career Certificates/Applied Technology Diplomas, and a block tuition rate of \$45.00 per half year, or \$30.00 per term for Adult General Education was set.**

According to the workforce development fees statute, s. 1009.22(3), Florida Statutes, a district's tuition must be within five percent (above or below) of the standard tuition and out-of-state fee, if applicable. **Therefore, the 2012-13 standard tuition range for certificate programs is \$2.22 to \$2.44. Adult General Education is \$45.00 per half year or \$30.00 per term.** *NOTE: If a district's 2011-12 standard tuition falls within the range above, the school board is not required to raise tuition in 2012-13. For example, if a district's 2011-12 career certificate (PSAV) tuition was \$2.30, this falls within five percent of the standard tuition for 2012-13 and is not required to change. If a district's 2011-12 career certificate (PSAV) tuition was \$2.11, the new tuition for 2012-13 must be increased (at a minimum) to \$2.22 in order to be within five percent of the standard tuition of \$2.33.*

The tables found on the next pages provide 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; and the optional fees for student financial aid, capital improvement, and technology.

**For Career Certificate/Applied Technology Diplomas, student financial aid, capital improvement, and technology 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 varies. If student financial aid fees are charged, the highest amount allowed is ten percent of tuition (for residents) or ten percent of the sum of tuition and out-of-state fee (for nonresidents). Thus, the amount charged for student financial aid can be any percent **up to ten percent**. If capital improvement or technology fees are charged, the highest amount allowed is five percent of tuition (for residents) or five percent of the sum of tuition and out-of-state fee (for nonresidents). Thus, the amount allowed to be charged for a capital improvement or technology fee is any percent **up to five percent**.



**Career Certificates/Applied Technology Diplomas**

<b>Career Certificates/Applied Technology Diplomas</b>			
<b>RESIDENT</b>	<b>Standard Fee Rate</b>	<b>Minimum Fee Rate <sup>(1)</sup></b>	<b>Maximum Fee Rate <sup>(1)</sup></b>
<b>Tuition</b>	2.33	2.22	2.44
<b>Student Financial Aid <sup>(2)</sup></b> <i>(10% of Tuition)</i>	0.23	0.22	0.24
<b>Capital Improvement Fee <sup>(2)</sup></b> <i>(5% of Tuition)</i>	0.11	0.11	0.12
<b>Technology Fee <sup>(2)</sup></b> <i>(5% of Tuition)</i>	0.11	0.11	0.12
<b>NONRESIDENT</b>	<b>Standard Fee Rate</b>	<b>Minimum Fee Rate <sup>(1)</sup></b>	<b>Maximum Fee Rate <sup>(1)</sup></b>
<b>Tuition</b>	2.33	2.22	2.44
<b>Full Cost: Standard Tuition + Out-of-State Fee</b>	9.32	8.86	9.78
<b>Student Financial Aid <sup>(2)</sup></b> <i>(10% of Tuition + Out-of-State Fee)</i>	0.93	0.88	0.97
<b>Capital Improvement Fee <sup>(2)</sup></b> <i>(5% of Tuition + Out-of-State Fee)</i>	0.46	0.44	0.48
<b>Technology Fee <sup>(2)</sup></b> <i>(5% of Tuition + Out-of-State Fee)</i>	0.46	0.44	0.48

- (1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable according to s.1009.22(3)(e), Florida Statutes.
- (2) Student Financial Aid, Capital Improvement, and Technology Fees are discretionary and are not required.

**Adult General Education  
(for non-fee-waived students)**

	<b>Standard Rate</b>	<b>Minimum Rate <sup>(1)</sup></b>	<b>Maximum Rate <sup>(1)</sup></b>
<b>Block Tuition (Per half year)<sup>(2)</sup></b>	45.00	42.75	47.25
<b>Out-of-State Fee</b>	135.00	128.25	141.75
<b>Full Cost: Standard Tuition + Out-of-State Fee</b>	180.00	171.00	189.00
	<b>Standard Rate</b>	<b>Minimum Rate <sup>(1)</sup></b>	<b>Maximum Rate <sup>(1)</sup></b>
<b>Block Tuition (Per term)<sup>(2)</sup></b>	30.00	28.50	31.50
<b>Out-of-State Fee</b>	90.00	85.50	94.50
<b>Full Cost: Standard Tuition + Out-of-State Fee</b>	120.00	114.00	126.00

- (1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable according to s.1009.22(3)(e), Florida Statutes.
- (2) Tuition does not vary based on instructional hours scheduled or number of Adult General Education programs in which the student is enrolled.

## 2012 Legislative Changes

### **Fees**

Effective July 1, 2012, s. 1009.22(3)(c), Florida Statutes, has been amended to include the following language:

Effective July 1, 2012, for programs leading to a career certificate or an applied technology diploma, the standard tuition shall be **\$2.33** per contact hour for residents and nonresidents and the out-of-state fee shall be **\$6.99** per contact hour.

### **Fee Exemptions**

Effective July 1, 2012, s. 1009.25, Florida Statutes, has been amended to change the following information:

(1) The following students are exempt from the payment of tuition and fees, including lab fees, at a school district that provides workforce education postsecondary career programs, Florida College System institution, or state university.

### **Adult High School Co-enrollment**

Effective July 1, 2012, s. 1011.80(10), Florida Statutes, has been amended to change the following information:

A student who is coenrolled in a K-12 education program and an adult education program may not be reported for purposes of funding in an adult education program, except that for the 2011-2012 and 2012-2013 fiscal years ~~year only~~, students who are coenrolled in core curricula courses for credit recovery or dropout prevention purposes and do not have a pattern of excessive absenteeism or habitual truancy or a history of disruptive behavior in school may be reported for funding for up to two courses per student. Such students are exempt from the payment of the block tuition for adult general education programs provided in s. 1009.22(3)(c).

## Statutory References for Fees

### **Tuition Statutes**

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

- s. 1009.21, Florida Statutes, Determination of resident status for tuition purposes
- s. 1009.22, Florida Statutes, Workforce education postsecondary student fees
- s. 1009.25, Florida Statutes, Organizes all fee exemptions for all sectors
- s. 1009.26, Florida Statutes, Organizes all fee waivers for all sectors
- s. 1009.27, Florida Statutes, Organizes references to fee deferrals for all sectors
- s. 1011.80(10), Florida Statutes, Fee exemption for coenrolled students

### **Standard Tuition and Nonresident Fees**

Effective July 1, 2012, standard tuition shall be \$2.33 per contact hour for programs leading to a career certificate or an applied technology diploma. A block tuition of \$45 per half year or \$30 per term shall be assessed for residents and nonresidents, and the out-of-state fee shall be \$135 per half year or \$90 per term for adult general education programs (see specific

Appropriation 108 in the 2012 General Appropriations Act – HB 5001). Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable (s. 1009.22(3)(e) Florida Statutes). These out-of-state fees must be charged to students classified as nonresidents for tuition purposes, in addition to the tuition.

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 2012-13.**

#### **Financial Aid Fee**

School districts are **permitted** to collect, for financial aid purposes, up to an additional ten percent of the student fees collected for *workforce development education programs* as stated in s. 1009.22(5), Florida Statutes. This fee may not be collected for adult general education programs (s. 1009.22(3), Florida Statutes).

#### **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 five percent of the tuition fee for resident students or five percent of the tuition and out-of-state fee for nonresident students. For additional information, see s. 1009.22(6), Florida Statutes. This fee may not be collected for adult general education programs (s. 1009.22(3), Florida Statutes).

#### **Technology Fee**

School districts are **permitted** to collect a separate technology fee, effective July 1, 2009. Section 1009.22(7), Florida Statutes, 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." This fee may not be collected for adult general education programs (s. 1009.22(3), Florida Statutes).

#### **Other Fees**

s. 1009.22(8) and (9), Florida Statutes, states:

(8) Each district school board and Florida College System institution board of trustees 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 Florida College System institution boards of trustees are not required to charge any other fee specified in this section for this type of instruction.

(9) Florida College System institution boards of trustees and 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 tuition, out-of-state, financial aid, capital improvement, and technology fees, as authorized in this section, Florida College System institution boards of trustees and 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 the services provided and shall only be charged to persons receiving the service. . . .

### **Fee Exemptions**

Fee exemptions are defined in s. 1009.25, Florida Statutes. Effective July 1, 2012, s. 1009.25(1), Florida Statutes, was amended to include school districts that provide workforce education.

### **Fee Waivers**

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

### **Differential Out-of-State Fee**

Section 1009.22(4), Florida Statutes, 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.

### **Applied Academics (Vocational Preparatory Instruction)**

There has been some confusion about fees for Applied Academics (Vocational-Preparatory Instruction). The Department considers Applied Academics (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, s. 1009.22(3)(a), Florida Statutes, states: "Fee-nonexempt students enrolled in Vocational-Preparatory Instruction shall be charged fees equal to the fees charged for **adult general education**."

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