

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

Request for School Board Approval of SCTI Tuition and Fee Structure for 2014-2015

**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 2014-2015  
PSAV Program Master Fee Matrix for 2014-2015  
High School Student Fee Schedule for 2014-2015  
Testing Fee Schedule for 2014-2015  
Employment Testing Information 2014-2015  
Facility Rental Agreements (Normal & Extended) for 2014-2015  
FLDOE Memorandum: Workforce Education Tuition and Fees for 2014-2015  
FLDOE Attachment: Workforce Education Tuition and Fees for 2014-2015  
FLDOE Memorandum: Workforce Education Tuition and Fees for 2013-2014  
FLDOE Memorandum: Workforce Education Tuition and Fees for 2012-2013

**Motion:**

That the tuition and fee structure proposed for 2014-2015 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 2014-2015

**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 2014-2015 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. 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 2014-15

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	Entrance Fees	Program Cost
Accounting Operations	Business Mgmt & Admin	B070110	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	526.28	75.00	75.00	-	\$ 3,267.70
Administrative Office Specialist	Business Mgmt & Admin	B070330	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	611.23	-	75.00	-	\$ 3,697.06
Applied Cybersecurity	Information Technology	Y100300	750	45.00	10.00	20.00	1,747.50	174.75	87.38	87.38	868.00	-	75.00	-	\$ 3,115.01
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	2,109.77	100.00	-	-	\$ 6,059.43
Automotive Service Technology 1 & 2	Trans. Dist & Logistics	T400700/T400800	1620	45.00	10.00	20.00	3,774.60	377.49	188.76	188.76	1,069.20	-	75.00	-	\$ 5,748.81
Building Construction Technology	Manufacturing	I460401	450	45.00	10.00	20.00	1,048.50	104.85	52.43	52.43	55.00	-	-	-	\$ 1,388.21
Business Management & Analysis	Business Mgmt & Admin	B060200	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	526.28	75.00	75.00	-	\$ 3,267.70
Commercial Foods and Culinary Arts	Hospitality & Tourism	N100500	1200	45.00	10.00	100.00	2,796.00	279.60	139.80	139.80	1,300.00	-	-	-	\$ 4,810.20
Computer Systems and Information Technology	Information Technology	Y100200	900	45.00	10.00	20.00	2,097.00	209.70	104.86	104.86	832.00	-	-	-	\$ 3,423.42
Correctional Officer	Law, Public Safety & Security	P430102	420	45.00	10.00	20.00	978.60	97.86	48.93	48.93	730.31	100.00	-	230.50	\$ 2,310.13
Cosmetology	Human Services	D500100	1200	45.00	10.00	20.00	2,796.00	279.61	139.80	139.80	983.66	-	-	-	\$ 4,413.89
Crossover from Correctional Officer to LEO	Law, Public Safety & Security	P430125	489	45.00	10.00	20.00	1,199.95	120.00	60.03	60.03	458.22	-	-	40.00	\$ 2,013.23
Crossover from Law Enforcement Officer to CO	Law, Public Safety & Security	P430125	156	45.00	10.00	20.00	400.76	40.07	20.04	20.04	190.03	-	-	40.00	\$ 785.94
Customer Assistance Technology	Business Mgmt & Admin	B079100	450	45.00	10.00	20.00	1,048.50	104.85	52.44	52.44	250.05	-	75.00	-	\$ 1,658.28
Digital Design 1 & 2	Arts, A/V Tech & Comm	K700100/K700200	1200	45.00	10.00	85.00	2,796.00	279.60	139.81	139.81	1,051.66	-	75.00	-	\$ 4,621.88
Digital Video Production	Arts, A/V Tech & Comm	I100240	1500	45.00	10.00	45.00	3,495.00	349.50	174.76	174.76	1,053.00	-	-	-	\$ 5,347.02
Drafting PSAV	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
Early Childhood Education	Education & Training	E300100	600	45.00	10.00	20.00	1,398.00	139.80	69.92	69.92	380.16	-	-	-	\$ 2,132.80
Emergency Medical Technician	Health Science	W170205	250	45.00	10.00	20.00	582.50	58.25	29.13	29.13	634.74	86.70	-	108.00	\$ 1,788.45
Facials Specialty	Human Services	I120424	260	45.00	10.00	20.00	605.80	60.58	30.29	30.29	185.33	-	-	-	\$ 987.29
Fire Fighter	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
Geospatial/Geographic Information Sys Tech	Trans. Dist & Logistics	T8600200	600	45.00	10.00	20.00	1,398.00	139.80	69.90	69.90	300.00	-	75.00	-	\$ 2,127.60
HVAC-Air Conditioning, Refrigeration, and Heating Technology	Architecture & Construction	C400100	250	45.00	10.00	20.00	582.50	58.25	29.13	29.13	75.00	-	-	-	\$ 849.01
Landscaping Management	Agric. Food & Nat Resources	A010615	750	45.00	10.00	20.00	1,747.50	174.75	87.38	87.38	300.00	-	-	-	\$ 2,472.01
Law Enforcement Officer	Law, Public Safety & Security	P430105	770	45.00	10.00	20.00	1,794.10	179.40	89.71	89.71	1,005.41	100.00	-	230.50	\$ 3,563.83
Legal Administrative Specialist	Business Mgmt & Admin	B072000	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	611.23	-	75.00	-	\$ 3,697.06
Marine Service Technology 1 & 2	Trans. Dist & Logistics	T500100/T500200	1350	45.00	10.00	20.00	3,145.50	314.55	157.29	157.29	1,467.95	-	-	-	\$ 5,317.69
Medical Administrative Specialist	Business Mgmt	B070300	1050	45.00	10.00	20.00	2,446.50	244.65	122.33	122.33	583.44	-	75.00	-	\$ 3,669.25
Medical Laboratory Assisting	Health Science	H170306	465	45.00	10.00	20.00	1,083.45	108.35	54.18	54.18	371.28	255.00	75.00	108.00	\$ 2,184.43
Nails Specialty	Human Services	I120414	240	45.00	10.00	20.00	559.20	55.92	27.96	27.96	171.07	-	-	-	\$ 917.11
Net Application Development and Programming	Information Technology	Y700400	1050	45.00	10.00	20.00	2,446.50	244.65	122.34	122.34	572.42	-	75.00	-	\$ 3,658.25
Nursing Assistant (Long-Term Care)	Health Science	H170602	120	45.00	10.00	20.00	279.60	27.96	13.98	13.98	184.11	51.00	-	108.00	\$ 753.63
Paramedic	Health Science	W170206	1100	45.00	10.00	20.00	2,563.00	256.30	128.15	128.15	898.28	204.00	75.00	248.00	\$ 4,575.88
Practical Nursing	Health Science	H170605	1350	45.00	10.00	20.00	3,145.50	314.56	157.29	157.29	1,202.67	357.00	75.00	288.00	\$ 5,772.32
Precision Machining	Manufacturing	I480503	1200	45.00	10.00	20.00	2,796.00	279.60	139.81	139.81	400.00	-	-	-	\$ 3,830.22
Private Security Officer	Law, Public Safety & Security	P430109	40	45.00	10.00	20.00	93.20	9.32	4.66	4.66	50.00	-	-	-	\$ 236.84
Public Safety Telecommunication	Law, Public Safety & Security	P090101	232	45.00	10.00	20.00	540.56	54.06	27.03	27.03	75.00	-	-	-	\$ 798.68
Surgical Technology	Health Science	H170211	1330	45.00	10.00	20.00	3,098.90	309.89	154.96	154.96	1,522.24	147.90	300.00	248.00	\$ 6,011.85

School Board of Sarasota County, Florida  
**Sarasota County Technical Institute**  
High School Student Fee Schedule  
2014-2015

**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 Operations B070110**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**Administrative Office Specialist B070330**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**Applied Cybersecurity Y100300**

Program Uniform (2 @ \$14.95)	\$29.90
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**Automotive Collision Repair and Refinishing 1 & 2 T400100/T400200**

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

**Automotive Service Technology 1 & 2 T400700/T400800**

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

**Building Construction Technology I460401**

Program Uniform (2 @ \$14.95)	\$29.90
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Hard Hat (Outside Vendor)	TBD
Safety Glasses*	\$2.95

**Business Management & Analysis B060200**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**Commercial Foods & Culinary Arts (DE) N100500**

Program Uniform (2 @ \$43.85)	\$87.70
Lock	\$5.00

**Computer Systems and Information Technology Y100200**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**Correctional Officer P430102**

Program Uniform (Outside Vendor)	TBD
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**Cosmetology D500100**

Program Uniform (2 @ \$35.90)	\$71.80
Cosmetology Kit & Shears	\$537.90

**Customer Assistance Technology B079100**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**Digital Design 1 & 2 K70100/K700200**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95
DVDs with Cases (10)*	\$11.95

**Digital Video Production I100240**

Program Uniform (2 @ \$14.95)	\$29.90
Class 6 SD Card (16 GB)	\$33.95

USB External Drive 500+ GB	\$75.00
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**Drafting C100200**

Program Uniform (2 @ 14.95)	\$29.90
Lock	\$5.00
Flash Drive 8 GB*	\$11.95

**Early Childhood Education E300100**

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

**Emergency Medical Technician W170205**

Program Uniform (2 @ \$46.90)	\$93.80
Drug Testing	\$65.00
Medical Supplies	\$135.00
Project Supplies	\$20.00

**Facials Specialty I120424**

Program Supplies	\$52.77
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**Fire Fighter P430205**

Program Uniform (2 @ \$44.85)	\$89.70
Drug Testing	\$65.00
Medical Supplies	\$135.00
Project Supplies	\$20.00

**Geospatial/Geographic Information Sys Tech T8600200**

Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95

**HVAC-Air Conditioning, Refrigeration, and Heating Technology C40010**

Program Uniform (2 @ \$14.95)	\$29.90
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**Landscaping Management A010615**

Program Uniform (2 @ \$14.95)	\$29.90
<b>Law Enforcement Officer P430105</b>	
Program Uniform (Outside Vendor)	TBD
<b>Legal Administrative Specialist B072000</b>	
Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95
<b>Marine Service Technology T500100/T500200</b>	
Program Uniform (2 @ \$19.95)	\$39.90
Safety Glasses*	\$2.95
Lock	\$5.00
<b>Medical Administrative Specialist B070300</b>	
Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95
<b>Medical Laboratory Assisting H170306</b>	
Program Uniform (2 @ \$38.90)	\$77.80
Medical Lab Safety Glasses*	\$9.95
Drug Testing	\$65.00
<b>Nails Specialty I120414</b>	
Nail Kit	\$236.95
<b>.Net Application Development and Programming Y700400</b>	
Program Uniform (2 @ \$14.95)	\$29.90
Flash Drive 8 GB*	\$11.95
<b>Nursing Assistant - Long Term Care H170602</b>	
Program Uniform (2 @ \$42.85)	\$85.70
Drug Testing	\$65.00
Medical Supplies	\$135.00



Project Supplies	\$20.00
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**Paramedic W170206**

Program Uniform (2 @ \$45.90)	\$91.80
Drug Testing	\$65.00
Medical Supplies	\$135.00
Project Supplies	\$20.00

**Practical Nursing H170605**

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

**Precision Machining I480503**

Program Uniform (2 @ \$19.95)	\$39.90
Lock	\$5.00

**Private Security Officer P430109**

Drug Testing	\$65.00
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**Public Safety Telecommunications P090101**

Drug Testing	\$65.00
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**Surgical Technology H170211**

Program Uniform (2 @ \$35.90)	\$71.80
Drug Testing	\$65.00
Medical Supplies	\$135.00
Project Supplies	\$20.00

**\*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 2014-2015

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 2014-2015

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



2014-2015

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



2014-2015

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.*



Gary Chartrand, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
Ada G. Armas, M.D.  
John A. Colon  
Marva Johnson  
Rebecca Fishman Lipsey  
Andy Tuck

## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Rod Duckworth  
Pam Stewart

**DATE:** June 27, 2014

**SUBJECT: 2014-15 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 2014-15. Please see the attachment for a summary of the tuition and fees policies as of July 1, 2014.

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

RD/tg

Attachment

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

### **Contact Information**

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**DPS: 2014-104**

**Attachment**  
**Workforce Education Tuition and Fees**  
**2014-15**

The 2014 General Appropriations Act includes the following tuition and fees policies for 2014-15. **Effective July 1, 2014, the following standard rates of tuition are in effect.**

- **For Career Certificates/Applied Technology Diplomas, \$2.33 per contact hour.**
- **For adult general education, a block tuition rate of \$45.00 per half year, or \$30.00 per term.**

According to the workforce development fees statute, s. 1009.22(3), Florida Statutes (F.S.), a district's tuition must be within five percent (above or below) of the standard tuition and out-of-state fee, if applicable. For career certification and applied technology diploma programs, students who are classified as non-residents for tuition purposes under s. 1009.21, F.S., have a required out-of-state fee in addition to the tuition.

The tables found on the next pages provide a summary of the charges allowed for the program areas of Postsecondary Adult Vocational (PSAV) Career Certificates, 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. See the table on page 2 for the minimum and maximum tuition ranges for career certificate programs and page 3 for the minimum and maximum block tuition for adult general education.

**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 10 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

Career Certificates/Applied Technology Diplomas			
RESIDENT	Standard Fee Rate	Minimum Fee Rate <sup>(1)</sup>	Maximum Fee Rate <sup>(1)</sup>
<b>Tuition</b>	2.33	2.22	2.44
<b>Student Financial Aid <sup>(2)</sup></b> (10% of Tuition)	0.23	0.22	0.24
<b>Capital Improvement Fee <sup>(2)</sup></b> (5% of Tuition)	0.11	0.11	0.12
<b>Technology Fee <sup>(2)</sup></b> (5% of Tuition)	0.11	0.11	0.12
NONRESIDENT	Standard Fee Rate	Minimum Fee Rate <sup>(1)</sup>	Maximum Fee Rate <sup>(1)</sup>
<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> (10% of Tuition + Out-of-State Fee)	0.93	0.88	0.97
<b>Capital Improvement Fee <sup>(2)</sup></b> (5% of Tuition + Out-of-State Fee)	0.46	0.44	0.48
<b>Technology Fee <sup>(2)</sup></b> (5% of Tuition + Out-of-State Fee)	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), F.S.
- (2) Student Financial Aid, Capital Improvement, and Technology Fees are discretionary and are not required.

<b>Adult General Education (for non-fee-waived students)</b>			
	<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>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

- (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), F.S.
- (2) Tuition does not vary based on instructional hours scheduled or number of Adult General Education programs in which the student is enrolled.

## 2014 Legislative Changes

### **Fees**

Chapter 2014-51, Laws of Florida, provides for the following tuition rates:

Effective July 1, 2014, 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.

For adult general education programs, the fees shall be assessed in accordance with s. 1009.22, F.S.

Chapter 2014-62, Laws of Florida, amends s. 1009.22, F.S., and provides for the following fees for adult general education programs:

For adult general education, a block tuition of \$45 per half year or \$30 per term shall be assessed.

The automatic statutory inflation increase for tuition and out-of-state fees was repealed in Chapter 2014-62, Laws of Florida (House Bill 851).

### **Out-of-State Fee Waiver for Honorable Discharged Veterans**

Chapter 2014-1, Laws of Florida, provides for an out-of-state fee waiver for honorably discharged veterans known as the "Congressman C.W. Bill Young Tuition Waiver Act." Effective July 1, 2014, a career center operated by a school district under s. 1001.44, F.S. or charter technical career center shall waive out-of-state fees for an honorable discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution. Tuition and fees charged to a veteran who qualifies for the out-of-state fee waiver may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled. In addition, the law requires the career center or charter technical career center report to the State Board of Education the number value of all fee waivers granted annually under this section of law.

### **Tuition Waivers for Purple Heart Recipients**

Chapter 2014-62, Laws of Florida, amends s. 1009.26, F.S., to include career centers operated by school districts and charter technical career centers in the section of law provide a tuition waiver for recipients of a Purple Heart or another combat decoration superior in precedence. The tuition waiver must be provided to recipients who meet the following conditions: 1) Enrolled full-time, part-time or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate or a career certificate; 2) Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and 3) submits to the career center the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be

acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. The waiver is applicable for 110 percent of the number of required credit hours (or equivalent) of the degree or certificate program for which the student is enrolled.

### **Out-of-State Fee Waiver for Recent High School Graduates**

Chapter 2014-62, Laws of Florida, provides for an out-of-state fee waiver for students, including, but not limited to, student who are undocumented for federal immigration purposes, and who meet the following conditions:

1. Attended a secondary school in this state for three consecutive years immediately before graduating from a high school in this state;
2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
3. Submit an official Florida high school transcript as evidence of attendance and graduation.

The tuition and fees charged to a student who qualifies for this waiver may not exceed the tuition and fees charged to a resident student. The waiver is applicable to 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled. Each career center or charter technical career center shall report to the State Board of Education the number and value of all fee waivers granted annually under this section of law. Centers must prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant to the Congressman C.W. Bill Young Tuition Waiver Act over a student who is granted an out-of-state fee waiver under this section.

## Statutory References for Fees

### Tuition Statutes

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

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

### Standard Tuition and Nonresident Fees

Effective July 1, 2014, 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 students enrolled in adult general education. 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), F.S.). For career certificate programs, the out-of-state fees must be charged to students classified as nonresidents for tuition purposes, in addition to the tuition.

### 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 s. 1009.22(5), F.S. This fee may not be collected for adult general education programs (s. 1009.22(3), 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 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), F.S. This fee may not be collected for adult general education programs (s. 1009.22(3), 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." This fee may not be collected for adult general education programs (s. 1009.22(3), F.S.).

## **Other Fees**

Section 1009.22(8) and (9), F.S., 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, F.S.

### **Fee Waivers**

Fee Waivers are defined in s. 1009.26, F.S. 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.

A career center operated by a school district under s. 1001.44, F.S. or charter technical career center shall waive out-of-state fees for an honorable discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution.

### **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.

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

There has been some confusion about fees for Applied Academics (Vocational-Preparatory Instruction). According to s. 1009.22(3)(a), F.S., fee-nonexempt students enrolled in applied academics for adult education instruction shall be charged fees equal to the fees charged for adult general education programs.

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

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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

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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

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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