



# ADMINISTRATIVE BULLETIN

Date: March 2, 2007

Subject: FY 2007-08 Material Fees

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Effective: Summer Session 2007

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The System Office has established FY 2007-08 Material Fee rates based on actual FY 2005-06 financial and FTE data. The category 00 rate and minimum material fee remain at \$4.00. The category 01 through 20 increments will remain at \$3.00.

- Material Fee Category 00 is \$4.00 per enrollment, regardless of the credit value of the enrollment.
- The category 01 per credit rate will be \$3.00 per credit (subject to the \$4.00 minimum charge).
- Categories 02-20 will be based on \$3.00 intervals between categories – the category 02 per credit rate will be \$6.00 (2 x \$3.00), the category 03 per credit rate will be \$9.00 (3 x \$3.00), etc. (subject to the \$4.00 minimum charge).
- When computing category 01-20 material fees for fractional credits, round to \$0.01.

Refer to Appendix A for the FY 2007-08 material fee per credit rates by category and the rates for 1, 2, 3, 4, and 5 credits for each category.

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Daniel Clancy, President

With the exception of the instructional area/category modifications in the following table, FY 2006-07 instructional area assignments to material fee categories will remain the same for FY 2007-08.

INST. AREA	2006-07 CATEGORY	2007-08 CATEGORY	INST. AREA	2006-07 CATEGORY	2007-08 CATEGORY
003	01	02	458	15	14
007	12	11	461	04	05
080	02	01	463	15	13
090	10	11	469	09	11
110	07	09	472	04	02
111	02	03	475	08	07
135	03	01	501	04	02
152	03	01	503	05	06
202	02	01	506	02	01
317	14	16	517	05	06
402	16	18	523	01	02
406	02	04	529	04	02
414	03	04	536	03	04
415	11	09	613	11	09
420	08	09	622	09	07
435	01	03	623	03	01
437	02	04	624	10	08
439	08	09	635	02	04
441	08	09	808	03	02
444	13	15	816	08	06
445	01	02	858	02	01
450	15	17	872	02	01
451	02	03			

Fees for instructional materials consumed by students and instructors are required by s. 38.24(1)(c), Wis. Stats. These material fees are to be charged to all students on a uniform basis unless exempted by state statute, administrative code or WTCS Board action. Fees shall be charged at the attached rates for courses starting after May 31, 2007. The specific fee to be charged for each individual enrollment shall be based on the material fee category assignment of the instructional area from the latest Instructional Area List for Fiscal Year 2007-08 (VE702310) and the corresponding rate reflected on the Uniform Schedule of Material Fee Categories and Fees (Appendix A), unless the course is approved for all "A" hours (lecture/theory), all "D" hours (Simulated/Actual Occupational Experience), all "E" hours (on-the-job experience), or a combination of all "A", "D" and "E" hours – in which case the material fee category shall be 00. Fees are to be charged proportionate to the credit value of the course (with a minimum charge of \$4.00), except for material fee category 00 which requires a \$4.00 fee regardless of the credit value of the course.

To determine the specific fee to be charged for an enrollment, determine the material fee category for the course approved by the System Office or refer to the latest Instructional Area List for Fiscal Year 2007-08 (VE702310). If the course is approved for all "A" hours, all "D" hours, all "E" hours, or a combination of all "A", "D" and/or "E" hours, the material fee category is 00 regardless of the material fee category assigned to the instructional area. If the applicable material fee category is 00, the material fee shall be \$4.00 regardless of the credit value of the course. If the material fee category is 01-20 and the enrollment is for 1, 2, 3, 4 or 5 credits, look

at the corresponding cell on Appendix A to determine the fee. If the material fee category is 01-20 and the enrollment is for any value other than 1, 2, 3, 4 or 5 credits, multiply the per credit rate for the corresponding material fee category from Appendix A times the credit value of the course (rounding to \$0.01) to determine the fee (with a minimum charge of \$4.00).

Appendix B (Program and Material Fees for Unique Programs/Students) identifies those programs and students who are exempt from program fees, material fees and/or out-of-state tuition.

If you have any questions regarding these new material fee rates for FY 2007-08, please feel free to contact Pete Petersen at 608-266-1433 or [pete.petersen@wtcsystem.edu](mailto:pete.petersen@wtcsystem.edu).

A handwritten signature in cursive script that reads "Daniel Clancy".

Daniel Clancy  
President  
Wisconsin Technical College System

UNIFORM SCHEDULE OF  
MATERIAL FEE CATEGORIES AND FEES  
FY 2007-08

<u>Category</u>	<u>Per Credit</u>	<u>1 Credit</u>	<u>2 Credits</u>	<u>3 Credits</u>	<u>4 Credits</u>	<u>5 Credits</u>
0	4.00	4.00	4.00	4.00	4.00	4.00
1	3.00	4.00	6.00	9.00	12.00	15.00
2	6.00	6.00	12.00	18.00	24.00	30.00
3	9.00	9.00	18.00	27.00	36.00	45.00
4	12.00	12.00	24.00	36.00	48.00	60.00
5	15.00	15.00	30.00	45.00	60.00	75.00
6	18.00	18.00	36.00	54.00	72.00	90.00
7	21.00	21.00	42.00	63.00	84.00	105.00
8	24.00	24.00	48.00	72.00	96.00	120.00
9	27.00	27.00	54.00	81.00	108.00	135.00
10	30.00	30.00	60.00	90.00	120.00	150.00
11	33.00	33.00	66.00	99.00	132.00	165.00
12	36.00	36.00	72.00	108.00	144.00	180.00
13	39.00	39.00	78.00	117.00	156.00	195.00
14	42.00	42.00	84.00	126.00	168.00	210.00
15	45.00	45.00	90.00	135.00	180.00	225.00
16	48.00	48.00	96.00	144.00	192.00	240.00
17	51.00	51.00	102.00	153.00	204.00	255.00
18	54.00	54.00	108.00	162.00	216.00	270.00
19	57.00	57.00	114.00	171.00	228.00	285.00
20	60.00	60.00	120.00	180.00	240.00	300.00

NOTE: The minimum fee that is to be charged for any non-exempt enrollment is \$4.00, regardless of the credit value.

Those courses which are pure theory and/or lecture (A hours) and/or simulated/actual occupational experience (D hours) and/or on-the-job experience (E hours) in nature are assigned to material fee category 00. When a course is partially theory/lecture, and/or occupational experience and/or on-the-job and partially lab (B hours) and/or shop (C hours), the appropriate material fee category, as indicated in the latest Instructional Area List for Fiscal Year 2007-08 (report VE702310), applies to the entire course. This listing is available online at: <http://systemattic.wtcsystem.edu/reports/VE702310.VE702310.B.htm>.

Other than material fee category 00, fees are to be calculated by multiplying the respective per credit value times the credits for which the student enrolled. For example, a 1.50 credit enrollment with a material fee category of 04 would be charged 1.50 x \$12.00 or \$18.00 (rounded to \$0.01 - minimum of \$4.00).

Program and Material Fees for Unique Programs/Students  
FY 2007-08

<u>Unique Program or Type of Student</u>	<u>Program Fees?</u>	<u>Material Fees?</u>	<u>Out-of-State Tuition</u>
Vocational Adult Age 62 and Over (a)	No	Yes	Yes
Adult High School (a)	No	Yes	Yes
Basic Education (a)	No	Yes	Yes
English as a Second Language (a)	No	Yes	Yes
Previously Incarcerated Juveniles (a)	No	Yes	Yes
Course Audit Age 60 and Over (a)	No	Yes	N/A
Graduate Lacking Entry Level Skills (b)	No	No	Yes
Graduate Not Employed in Occupational Field (b)	No	No	Yes
Class-Size Grant Funded Courses (c)	No	No	Varies
Contract Funded Courses (d)	No	No	N/A
Youth Options (e)	Yes	Yes	Yes

- (a) These categories are statutorily exempt from Program Fees but not from Material Fees or out-of-state tuition. Non-residents are not eligible for the Course Audit exemption.
- (b) These categories are statutorily exempt from Program Fees and Material Fees.
- (c) Any course funded on a class-size basis<sup>1</sup> with eligible federal or state grant program funds is exempt if the grant funding is equal to or greater than the amount of statutory course fees (Program Fees, Material Fees and Out-of-State Tuition) that would have been collected if the course was not exempt under this provision. Refer to page 2 of this appendix for a list of grant programs eligible for this exemption.

If grant funding equals or exceeds what would have been collected in Program and Material Fees but not Out-of-State Tuition, students are exempt from Program and Material Fees but Out-of-State Tuition must be charged to non-resident students. All course fees must be collected from enrollees if grant funding is less than the amount of statutory fees (Program Fees, Material Fees, and Out-of-State Tuition) that would have been collected if the grant funded course was not exempt from course fees under this provision.

- (d) Any course offered under a ss. 38.14(3), 38.14(12) or 118.15 Stats., contract is exempt if the contract funding is equal to or greater than the amount of statutory course fees (Program Fees and Material Fees) that would have been collected if the course was not exempt under this provision. Out-of-State Tuition does not apply since contracts are with an entity rather than individual students.

Expenditures net of contract revenue will be ineligible for state aid if a contract's revenue is less than the amount of course fees (Program and Material Fees) that would have been collected if the contract course was not exempt from course fees under this provision.

- (e) Enrollments under Youth Options are not exempt from Program Fees or Material Fees, but frequently the associated high school district is statutorily required to pay the fees for the student.

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<sup>1</sup>Class-size basis means the grant reimburses course costs (such as instructor salary and fringes) vs. slotter funding where the grant pays course fees such as program fees and material fees.

GRANT PROGRAMS ELIGIBLE FOR EXEMPTION

GRANTS RECEIVED FROM SYSTEM OFFICE

EXEMPT - All grant-funded course offerings meeting the funding level criteria are exempt with the exception of the following grant programs.

NOT EXEMPT - Students enrolled in course offerings funded by the following grant programs are not eligible for this exemption.

292.112 GPR New and Expanding Occupations  
292.161 GPR Health Care Education

GRANTS RECEIVED FROM OTHER SOURCES

EXEMPT - Only course offerings funded by the following grant programs and meeting the funding level criteria are exempt.

Exempt Federal Grant Programs

DOE

84.141A Migrant Education High School Equivalency Program  
84.213 Even Start State Educational Agencies  
84.287 21<sup>st</sup> Century Community Learning Centers

DOJ

16.541 Developing, Testing and Demonstrating Promising New Programs  
16.542 Part D – Research, Evaluation, Technical Asst. and Training  
16.543 Missing Children’s Assistance  
16.579 Byrne Formula Grant Program  
16.580 Edward Byrne Memorial State & Local Law Enforcement Asst. Discretionary Grants Program  
16.597 Motor Vehicle Theft Protection Act Program  
16.608 Tribal Court Assistance Program  
16.609 Community Prosecution and Project Safe Neighborhoods  
16.616 Country Alcohol and Drug Prevention  
16.710 Public Safety Partnership and Community Policing Grants

DOL

17.258 Workforce Investment Act Adult Program  
17.259 Workforce Investment Act Youth Activities  
17.260 WIA Dislocated Workers  
17.261 Employment & Training Admin. Pilots, Demos and Research  
17.269 Community-Based Job Training Grants

DHHS

93.107 Model State-Supported Area Health Education Centers  
93.178 Nursing Workforce Diversity  
93.575 Child Care and Development Block Grant  
93.596 Child Care Mandatory and Matching Funds

GRANTS RECEIVED FROM OTHER SOURCES (cont.)

DHS  
97.067 Homeland Security Grant Program

NONE Cooperative Association of States for Scholarships (ESL courses only)

Exempt State Grant Programs

DPI  
255.903 Minority Precollege Scholarship Program

DOJ  
455.231 Law Enforcement Training Fund – Local Assistance

DOT  
20.395(4)(aq) Motorcycle Training - Rider Coach Preparation (doesn't include basic or experienced rider courses)

NOT EXEMPT - The following programs have been reviewed by the System Office and determine to not be eligible for this exemption:

NONE

Programs not listed above - If you receive a grant from a source other than the System Office and the grant provides funding for course offerings on a class-size basis, you must request an exemption determination from the System Office. The System Office will review the grant program to determine if the funded course offerings are exempt from Program Fees and Material Fees. Submit the following information to Pete Petersen at [pete.petersen@wtcsystem.edu](mailto:pete.petersen@wtcsystem.edu).

- Grant program Catalog of Federal Domestic Assistance (CFDA) number
- Grant program title
- District Contact Information
  - Name
  - e-mail address
  - Phone number