

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

---

**SUBJECT:** FISCAL POLICY RELATING TO NON-CREDIT COURSES AND OTHER CONTINUING EDUCATION ACTIVITIES

---

**PURPOSE:** Non-credit offerings of LSUA are to be self supporting, excluding certain administrative costs. To achieve this, the following general policy has been established.

#### GENERAL POLICY

1. Fees for each program shall be sufficient to cover instructor pay, materials and overhead. A budget will be developed for each course or program allowing for revenue projections and cost. Instructor fees will be based on either a flat rate or on an agreed upon percentage of program revenue prior to the offering. Course fees will be determined by Continuing Education based on program cost and market value. Budgets for newly offered courses/programs, or those continuing programs with significant budget changes, must be approved by the Provost and Vice Chancellor for Academic and Student Affairs prior to course/program advertisement or initiation. A general formula for fee/budget development has been developed and approved by the Provost and Vice Chancellor for Academic and Student Affairs, and until specifically revised or revisited shall guide budget development.

Fees shall be collected and receipted in accordance with procedures established by the Vice Chancellor for Finance and Administrative Services and the Director of Continuing Education.

2. The minimum number of students required for each offering will be determined based on budget projections and instructor input.
3. Refunds of fees shall be as follows:

If a student withdraws in writing two (2) business days prior to the course start date, a 50% refund will be issued. As an alternative to a refund, the full fee may be applied to a future course if notification is received in writing two (2) business days before the course begins. No refunds or transfers will be issued once a course begins. LSU at Alexandria reserves the

right to cancel a class due to insufficient enrollment. If such cancellation occurs, a 100% course and registration fee refund will be issued.

All refunds shall be made by Accounting Services and Bursar Operations upon authorization from Continuing Education.

4. Instructor/facilitator payment shall be determined on the basis of program length and market demand for the offering. Individual agreements outlining course fees and instructor pay will be made with each instructor prior to scheduling an offering.
5. Continuing Education shall be responsible for initiating contracts and personnel actions for the instructor(s) involved. Written notification of personnel actions must be approved by the Provost and Vice Chancellor for Academic and Student Affairs prior to submission to Human Resource Management. All contracts must be processed according to procedures determined by the Vice Chancellor for Finance and Administrative Services.