



College of The Albemarle Procedure

Procedure Number: 3-35.1P

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Title: Self-Supporting Courses/Activities

Related Policy and Procedures:

Division of Responsibility: Division of Learning

July, 1999; February 2003;

August, 2010; October, 2012

February, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall develop procedures regarding development of self-supporting courses/activities which includes fee collection.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

Self-supporting activities are provided as a service to the community. Information about activity fees and refunds shall be provided in advance to participants, following state code guidelines.