Federal Requirement 4.8

15. An institution that offers distance or correspondence education documents each of the following: (Federal Requirement 4.8)

4.8.3 has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

___ Compliance     ___ Non-Compliance

4.8.3 – Written Procedure for Projected Additional Student Charges

Narrative:

Chipola College’s written procedure for charging fees is published as the Chipola College Fee Schedule ([1]). This document is approved annually by the Chipola College District Board of Trustees. Student fee receipts are distributed to each student at registration. This Student Tuition and Fees Receipt makes clear there are no additional fees charged for on-line learning classes (OL, section 700) or for verification of student identity. See ([2]) for a sample fee receipt showing 400 and 700 section classes.

However, there is an additional $30 per credit hour cost for Directed Individual Study (DIS, section 050) classes or Independent Study (IS, section 400) classes which both use a combination of face-to-face and correspondence delivery methods. These fees are published in the catalog, in the class schedule, and the Chipola Fee Schedule webpage so students are aware of these costs before they register. If special fees are required, they are noted in the official College Fee Schedule.

The DIS and IS options are limited to those students needing access to classes that cannot be accommodated by the class schedule. The Directed Individual Study classes are initiated by a student who requests one-on-one instruction for a unique situation and can be offered with the permission of the instructor and must be approved by the Department Dean and the Vice President of Instruction. The DIS fee of $30 per credit hour is passed on to the instructor who is paid $30 per credit hour to teach the course, not for verification of student identity. Rarely are DIS courses added to the schedule. In instances when the enrollment is insufficient for the face-to-face or distance education class to make, an Independent Study course with fewer than 10 students is offered if the instructor agrees to teach it for $30 per credit hour, per student. This cost is also paid to the instructor for cost of instruction and is not for verification of student identity. With DIS and IS classes, the enrollment numbers are small and meet face-to-face, so instructors know their students. Correspondence work must be completed either face-to-face or in a testing center.

While there is no additional fee or tuition for a distance education class, there is a cost for one of the three testing options that students have. For free testing, students can
use the college Testing Center or use a college-approved community proctor. The third option is to use Proctor-U, which is an independent testing service. Students go online and pay $25 to have their test monitored online. This cost is not assessed by the college. Selecting this option and paying the cost that follows is at the discretion and for the convenience of the student.

**Distance Learning: Publicizing Additional Charges for Online Classes**

All students--both online and on campus--are provided a Chipola College Fee Schedule and a Student Tuition and Fees Receipt at the time of enrollment and registration. These include all fees for all courses. Students enrolled in online classes (OL 700) do not pay additional fees; however Directed Individual Study (DIS 050) and Independent Study (IS 400) classes require an additional fee of $30 per credit hour. Testing Center services are free. There can be a cost associated with testing options for online students if they select Proctor-U as a remote proctoring option. This is cost incurred independent of the college.

**Documentation:**

[1]  📂 Chipola College Fee Schedule

[2]  📂 Sample Student Fee Receipt