



# ADMINISTRATIVE BULLETIN

Date: March 5, 2009

Subject: FY 2009-10 Material Fees

Contact: Pete Petersen, Administrative Services Coordinator  
608-266-1433 [pete.petersen@wtcsystem.edu](mailto:pete.petersen@wtcsystem.edu)

Effective: Summer Session 2009

---

The System Office has established FY 2009-10 Material Fee rates based on actual FY 2007-08 financial and FTE data. The category 00 rate and minimum material fee remain at \$4.00 and the category 01 through 20 increments remain at \$3.25.

- Material Fee Category 00 is \$4.00 per enrollment, regardless of the credit value of the enrollment.
- The category 01 per credit rate is \$3.25 per credit (subject to the \$4.00 minimum charge).
- Categories 02-20 will be based on \$3.25 intervals between categories – the category 02 per credit rate will be \$6.50 (2 x \$3.25), the category 03 per credit rate will be \$9.75 (3 x \$3.25), 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 2009-10 material fee per credit rates by category and the rates for 1, 2, 3, 4, and 5 credits for each category.

---

Daniel Clancy, President

With the exception of the instructional area/category modifications in the following table, FY 2008-09 instructional area assignments to material fee categories will remain the same for FY 2009-10.

INST. AREA	2008-09 CATEGORY	2009-10 CATEGORY	INST. AREA	2008-09 CATEGORY	2009-10 CATEGORY
070	06	07	450	19	20
091	13	14	458	15	17
107	02	03	463	13	15
109	03	04	469	11	12
110	11	09	475	07	06
303	12	13	502	03	04
313	08	06	504	03	05
316	09	10	507	06	04
406	04	06	509	05	04
408	03	02	514	03	02
412	07	06	523	02	01
414	04	05	613	07	05
419	04	03	619	02	01
420	09	08	620	04	05
437	04	05	621	05	06
441	09	08	623	01	03
443	02	03	624	06	04
444	15	13	635	06	08
445	02	01	664	03	04

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 2009 summer session, 2009 fall and 2010 spring courses.

To determine the specific material fee to be charged for an enrollment, first determine if the course is approved for only "A" hours, "D" hours, "E" hours, or a combination of only "A", "D" and/or "E" hours. If no "B" or "C" hours are approved, the material fee category is 00 regardless of the material fee category assigned to the instructional area. In this case, the applicable material fee category is 00 and the material fee shall be \$4.00 regardless of the credit value of the course.

If the course's approval includes any "B" and/or "C" hours, the applicable material fee is determined by the material fee category assigned to the course's instructional area. The assigned material fee category can be obtained from the latest Instructional Area List for Fiscal Year 2009-10 (report VE702310). If the enrollment is for 1, 2, 3, 4 or 5 credits, refer to corresponding category/credits cell on Appendix A to determine the fee. If the enrollment is for any value other than 1, 2, 3, 4 or 5 credits, multiply the per credit rate for the assigned material fee category from Appendix A times the credit value of the course to determine the fee. Round to the nearest \$0.01 and the minimum material fee is \$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 material fee rates for FY 2009-10, please feel free to contact Pete Petersen at 608-266-1433 or [pete.petersen@wtcssystem.edu](mailto:pete.petersen@wtcssystem.edu).

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

Daniel Clancy  
President  
Wisconsin Technical College System

\\documents\user files\petersen\shared files\administrative bulletins - copies\ab 09-01.doc

UNIFORM SCHEDULE OF  
MATERIAL FEE CATEGORIES AND FEES  
FY 2009-10

<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	3.25	4.00	6.50	9.75	13.00	16.25
2	6.50	6.50	13.00	19.50	26.00	32.50
3	9.75	9.75	19.50	29.25	39.00	48.75
4	13.00	13.00	26.00	39.00	52.00	65.00
5	16.25	16.25	32.50	48.75	65.00	81.25
6	19.50	19.50	39.00	58.50	78.00	97.50
7	22.75	22.75	45.50	68.25	91.00	113.75
8	26.00	26.00	52.00	78.00	104.00	130.00
9	29.25	29.25	58.50	87.75	117.00	146.25
10	32.50	32.50	65.00	97.50	130.00	162.50
11	35.75	35.75	71.50	107.25	143.00	178.75
12	39.00	39.00	78.00	117.00	156.00	195.00
13	42.25	42.25	84.50	126.75	169.00	211.25
14	45.50	45.50	91.00	136.50	182.00	227.50
15	48.75	48.75	97.50	146.25	195.00	243.75
16	52.00	52.00	104.00	156.00	208.00	260.00
17	55.25	55.25	110.50	165.75	221.00	276.25
18	58.50	58.50	117.00	175.50	234.00	292.50
19	61.75	61.75	123.50	185.25	247.00	308.75
20	65.00	65.00	130.00	195.00	260.00	325.00

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 2009-10 (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 \$14.00 or \$19.50 (rounded to \$0.01 - minimum of \$4.00).

Program and Material Fees for Unique Programs/Students  
FY 2009-10

<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.

---

<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