

Herkimer County Community College Board Policy

TITLE: Tuition Vouchers

POLICY #: FA 95-06

DATE OF BOARD OF TRUSTEES APPROVAL: 1/18/96

RESOLUTION #: 95-06, 09-41, 13-5

POLICY STATEMENT:

Herkimer County Community College will provide tuition course vouchers for non-credit courses to organizations who have agreements with the college to provide services such as internships, practicums and clinical supervision sites. In addition, vouchers may be awarded to participants enrolled in non-credit programs in the event a class becomes unavailable and a make-up is not possible. Such vouchers will be granted in accordance with the procedures found in the office of Continuing Education procedures manual.

BACKGROUND:

A number of agencies have written agreements with Herkimer County Community College to provide supervision to students in clinical fieldwork, internships, and practicums. This policy provides a means of recognizing the time, efforts, and expertise offered to the College by these organizations and their personnel. Rarely, vouchers are used as an alternative to a pro-rated refund when the college cannot complete a scheduled non-credit course due to unforeseen circumstances.

This policy was amended in September 2013 by removing the document previously attached to it, a copy of a non-credit voucher certificate, and by removing the reference to this attachment from the policy language.

Revised: 4/20/10, 9/25/13