

# Board of Trustees

Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21740

**ACTION**

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**Subject:** Continuing Education Tuition & Fees - FY 25

**Date:** March 19, 2024

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## BACKGROUND

In order to provide cost effective courses ensuring the financial success of Continuing Education programs, HCC desires to maintain a systematic approach to the calculation of Continuing Education tuition and fees. Affordability to our Continuing Education students must also be considered in the development of this tuition and fee structure.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the following Continuing Education Tuition and Fee structure beginning with FY 24 fall course offerings. ***There are no changes from the FY24 Fee structure:***

*Basic tuition or course charge would be set as follows:*

- Public Offerings - 25% increase above direct costs to cover indirect costs
- Educational Conferencing and Workshops-35% increase above direct costs to cover indirect Costs
- Contract Training - 50% increase above direct costs to cover indirect costs

(These percentages are targets and may vary depending upon enrollment, partnerships and community-good programs. Additionally, courses that are offered as either credit or non-credit are priced using the credit tuition/fees.)

*Course Fee:*

Cost of consumable supplies such as books, reproduced materials, hospitality, etc. would be a separate charge beyond tuition and registration fees and would vary by course.

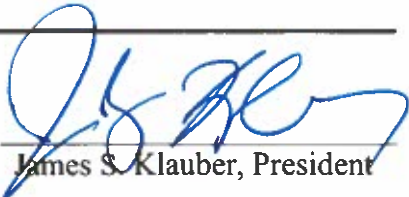
*Registration Fee:*

\$8 per course

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VP of Finance and  
Administration  
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Recommended by:

  
James S. Klauber, President