

Program Income Policy

Overview & Rationale

Durango Adult Education Center, an AEFLA grantee, charges a nominal registration fee to promote learner investment into the program and to offset some of the program expenses not covered by other sources. The registration fee collected is considered program income.

Fee Information Presented to Students

DAEC is transparent with students and partners about its fee policy and does not deny any services to any student because of inability to pay. Students are made aware of the fee expectation during orientation in the ABE/ASE and ESL programs. Students are asked to pay the fee after orientation and prior to taking the TABE or CASAS pre-test. Continuing ESL students are asked to pay the fee upon enrollment in each course.

Fee Collection & Fee Alternatives

- Fees can be paid by cash, check, or credit card to the Student Services Specialist in Durango or the Resource Coordinator in Cortez. Students receive a receipt of payment.
- Teachers are not involved in the collection or processing of fees.
- Prior to paying the registration fee, students are provided a list of third-party agencies which typically pay fees on behalf of their clients. If a student is a client of one of these agencies, DAEC staff will seek payment approval from a case manager. DAEC's finance staff will invoice the third-party for the registration fee.
- Students unable to pay the fee will continue with the enrollment process and no further action is taken.
- The registration fee is not prorated if a learner enrolls after the class session has started because of the fixed costs associated with each new registration.

2017-2018 Fee Schedule			
Program	Registration Fee	Duration	Exception
Adult Basic Education Adult Secondary Education	\$40	One-time fee while student is attending. If a student drops out for such an extended period that the student must be re-assessed in TABE, the student will be considered unenrolled. Upon re-enrollment, a returning student will undergo the enrollment process (orientation and assessment) and be charged a \$40 registration fee.	Fees are not charged for students under the age of 21 whose last school of attendance was Durango High School or Big Picture High School.
ESL	\$20	This fee is charged per 8-week course.	

Fee Rationale

The fee schedule was devised using staff, learner, and partner input with the intent of covering a portion of the actual enrollment expenses incurred with administration and scoring of placement exams while keeping the cost to the students affordable. The registration fee for ESL learners is charged per course to cover the cost of consumable materials provided to each learner. These fixed costs are not currently covered by any federal funds.

Fee Records

ABE, ASE, and ESL fees collected from AEFLA and IELCE-funded students will be tracked by their own income accounts and assigned the Program Income class in DAEC's accounting system. These funds will be spent within the program year the fees were earned and will be used only for expenses that are AEFLA approved. An accounting report is created each month to track AEFLA and IELCE program income and expenses; finance staff ensures that any program income balance is being spent on qualified expenses and within the program year timeframe.