

## **BUSINESS AND INDUSTRY SERVICE FEES**

Southwest Technology Center was established by and serves the district within its legal boundary. When space, time, and opportunity exist, students and clients from outside the district may be served at an accelerated tuition and/or service fee rate. Tuition rates for in-district and out-of-district students are established by the Southwest Technology Center Board of Education. It is the purpose of this policy to establish a fee rate for Business and Industry Services rendered to both in-district and out-of-district clients.

### Business and Industry Consultant and Training Services

The Business and Industry Services can be used in conjunction with one another.

### Bid Assistance Program

The Bid Assistance program provides training, consultation, and on-going services to clients interested in providing services, supplies, and/or construction services under government contract. A network of information and continuing contract services can be accessed through this program.

1. In-district clients are not charged a fee for regular services.
2. Out-of-district clients shall be assessed fees at the following rate:
  - A. Initial contact and program origination services, up to six hours, that include non-contact research time by Bid Assistance specialist = \$300.
  - B. Per hour service fee beyond the initial six-hour block = \$50. Partial hours will be pro-rated.
  - C. Continuing information service, updates, including notification of meetings = \$25 per month.

The Bid Assistance specialist will maintain appropriate time records for work with out-of-district clients and secure client's signature for verification of time. Such time records will be supplied to the SWTC business office for use in billing the client. The expectation is that services will be paid for as rendered or the account kept current. Services will be discontinued to non-paying out-of-district clients.

If available time and personnel for services become an issue, the SWTC Business and Industry Services (BIS) Division may elect to disapprove a request for services to an out-of-district prospective client. Services to in-district clients have priority.

### Small Business Management (SBM)

This program offers personalized service with those interested in starting their own business, or to assist an existing small business to the next level of management and operations. A close working and mentoring relationship is established between the SWTC BIS consultant and the client. A wide range of business management services is available, including access to other training.

1. In-district clients are not charged a fee for regular service. Skills training fees may be assessed according to the cost of delivery service.

**BUSINESS AND INDUSTRY SERVICE FEES (Cont.)**

2. Out-of-district clients shall be assessed fees at the following rate:
  - A. Initial contact and program origination consultation, estimated at up to six hours, that includes non-contact research time by SBM specialist = \$300.
  - B. Per hour service fee beyond the initial six-hour block = \$50. Partial hours will be pro-rated.
  - C. Continuing information service, including notification of meetings = \$25 per month
  - D. Fees for SBM skills training session shall be twice the fee charged to in-district clients. If no fee is assessed to in-district clients, the fee will be the current rate for out-of-district adult training classes.

The SBM specialist will maintain appropriate time records for work with out-of-district clients and secure client's signature for verification of time. Such time records will be supplied to the SWTC business office for use in billing the client. The expectation is that services will be paid for as rendered or the account kept current. Services will be discontinued to non-paying out-of-district clients.

If available time and personnel for services become an issue, the SWTC BIS Division may elect to disapprove a request for services to an out-of-district prospective client. Services to in-district clients have priority.

Training Industry Program Services (TIPS)

In as much as the revenues for TIPS are a special service and activity funded directly from the state level outside a technology center's annual budget, and are allocated based on the needs of the industry in the interest of developing and growing the economy within the State of Oklahoma, TIPS training may be provided at no cost. Whereas all expenses are reimbursed from special funding at the state level with no additional financial burden at the local level, in-district or out-of-district identification is not a consideration. A signed training agreement is required.

Safety Training

Same as above for TIPS, with the following qualifier: When the safety training need is so specific as to require the acquisition of specialized trainers and/or equipment where expenses exceed those funded by the state, SWTC will pass on the additional costs to the business/industry receiving the services. This will be a pre-determined fee, known and agreed to in advance of the delivery of services through a signed training agreement.

Existing Industry Training

In as much as the revenues for Existing Industry Training are allocated to a technology center district but not received until approval of training is granted from the state, the funds are considered first and foremost for in-district business and industry clients. When it can be determined with certainty that all existing industry funds allocated to SWTC are not going to be expended during a budget year, and a request is received from an out-of-district business/industry that would qualify for the use of existing industry program funds, the use of these otherwise unused existing industry funds may be considered for use out-of-district. A signed training agreement is required.

**BUSINESS AND INDUSTRY SERVICE FEES (Cont.)**

Customized Business and Industry Training

Customized Business and Industry training is specialized and/or distinctively, individually designed training that will take place on a personalized schedule, and agreed upon curriculum and location.

1. In-district clients shall be assessed fees at the following rate: \$25 per hour is a base rate minimum. However, the rate is subject to increase based on the expertise needed to instruct or facilitate the training required. Any fee, minimum or above the minimum, will be agreed upon prior to the delivery of services through the signing of a training agreement.
2. Out-of-district clients shall be assessed fees at the following rate: The service fees for the delivery of Customized Business and Industry Training will be calculated as that of an in-district client times two. In practice, the rate is doubled.
3. All clients: The client must furnish specialized curriculum or the purchase price will be negotiated and included in the training agreement. Additionally, the availability of refreshments is a negotiated item to be included in the agreement.

Adult and Career Development

The current in-district tuition rate will be charged to those students residing in a technology center school district and all other students will be charged the out-of-district tuition rate. In addition, lab fees are required in conjunction with some programs. The current program guide will reflect tuition rates and fee schedules.

Classes requiring distinctive instructor certification – to be determined at time of scheduling.

**CROSS-REFERENCE: Policy FD, Student Residency**

**Adopted: November 10, 2003, as policy S-113A**