

Section:	General
Topic:	CCPE Class Discounts- Staff, Instructors, and Alumni
Applies To:	CCPE Staff, Instructors and Alumni
Effective Date:	July 1, 2009
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Policy #: Gen010

CCPE offers classes at a discounted fee to CCPE Employees, CCPE Instructors, KSU Regular Full-Time Employees, KSU Retirees, and KSU Alumni on classes priced \$5000 or less. The College of Continuing and Professional Education staff members are required to annually participate in training programs equal to hours worked on a weekly basis. (Example: 40 hour per week employee would be required to participate in 40 hours of training per year)

- **Fees and Discounts for CCPE classes are programmed in the Enrollment Management System; fees should always be verified in Enrollment Management System before quoting a registrant.**
- **Only classes published in *The Course* catalog are eligible for a discount, and CCPE reserves the right to exempt classes at their discretion.**
- **Registration in a class is on a space available basis once the class registration minimum has been met.**
- **All additional costs associated with a class, including textbooks and supplies are the responsibility of the registrant.**

Procedure:

CCPE class discounts and registration processes are as follows:

1. **CCPE Employee-** typically, for classes owned by CCPE, 100% discount given for classes priced less than \$500; 50% discount for classes priced \$500 or more; \$400 discount for online classes offered through vendors Gatlin Education or ProTrain; employee pays the actual vendor cost for online classes offered through vendors Ed2Go* and OnCourse. There is no limit to the amount of classes a CCPE Employee may take. An exception to policy may be granted by the dean at the request of the employee's director with regard to job specific topics in the \$500 and above priced category. * (Note CCPE employees are permitted to take one free Ed2Go online class per fiscal year. Employee may complete course work related to the online class during business hours provided they have prior permission from their direct supervisor and the course is directly related to growth

in job skills. Courses not related to the job may be selected but completion of course work will not be considered part of regular hours worked.) Any active College of Continuing and Professional Education employee who wishes to enroll their children or grandchildren in the summer camp programs will pay 50% of the course fee on a space available basis and will not be charged for a fee for any after care camp services should they be made available.

2. **CCPE Instructor-** typically, for classes owned by CCPE, 100% discount given for classes priced less than \$500; 50% discount for classes priced \$500 or more; \$400 discount for online classes offered through vendors Gatlin Education and ProTrain; instructor pays the actual vendor cost for online classes offered through vendors Ed2Go and OnCourse. There is a two (2) class per fiscal year limit for a CCPE Instructor. CCPE Instructors may begin taking classes in the quarter after they teach for CCPE.

3. **KSU Regular, Full-time Employees-** (30 hours per week or more)- typically, for classes owned by CCPE, 20% discount given for classes priced less than \$500; 25% discount for classes priced \$500 or more; \$400 discount for online classes offered through vendors Gatlin Education and ProTrain; employee pays the actual vendor cost for online classes offered through vendors Ed2Go and OnCourse. There is no limit to the number of classes a Regular, Full-time Employee may take.

4. **KSU Retirees-** typically, for classes owned by CCPE, 100% discount given for classes priced less than \$500; 50% discount for classes priced \$500 or more; \$400 discount for online classes offered through vendors Gatlin Education and ProTrain; retirees pay the actual vendor cost for online classes offered through vendors Ed2Go and OnCourse. There is no limit to the number of classes a KSU Retiree may take.

5. **KSU Alumni Association Member (must have proof of Alumni Association Membership)** - 10% discount on all classes with a maximum discount of \$500 per class. There is no limit to the number of classes a KSU Alumni may take.