

Local programs that charge tuition or other fees for participation in AEFLA-funded services will submit an agency policy governing the collection, accounting, and use of tuition and other fees. The policy will include the following:

- 1) Fee structure that identifies the client (e.g., student, employer/business), type(s) of fee, fee rate and fee schedule
- 2) Description and rationale for how the fees were determined
- 3) Description of how the program will account for this income separately from other non-AEFLA related income
- 4) A budget indicating the income collected and expenditures for costs allowable under AEFLA
- 5) Provisions the program will make for students unable to pay program fees
- 6) Steps that the program will follow to ensure that the provisions of the fee policy are applied to all students equally

Rationale

The generation of program income is governed by 34 CFR 80.25 and 34 CFR 76.534 and must be:

- 1) governed by the terms of the grant agreement between the state grantee and the local sub-grantees to which the state provides federal funds;
- 2) accounted for in program records; and
- 3) used only for costs allowable under the Adult Education and Family Literacy Act.

In accordance with the Grant Award Notification for the AEFLA state grant program issued by the U.S. Dept. of Education, Office of Vocational and Adult Education, states must establish policies for sub-grantees (local programs) that result in fees that are reasonable and necessary, equitably administered, and not reaching levels that have an adverse effect on the participation of economically disadvantaged students.

Implementation

Beginning in FY08, program fee policies will be submitted to CDE/AEFL for review and approval on the condition they meet the criteria described in Rationale (above). Changes to a program's fee structure or other provisions of the policy will result in the resubmission of the policy for review by CDE/AEFL. Policies or provisions of policies not approved may be appealed in writing to CDE/AEFL.

Programs that do not charge fees are not required to submit a fee policy.

Evidence of Compliance

An approved fee policy will be on file at CDE and at the local program.

Programs will report annually 1) the total amount of tuition and fees collected, 2) amount expended and 3) for what purpose through the CDE Grants Fiscal Management expenditure report.

Financial records of fees collected and expended will be reviewed by CDE/AEFL at least annually, and as part of the Program Accountability and Improvement Review (PAIR) compliance monitoring process.