

**STANDARDS AND TRAINING FOR CORRECTIONS
POLICY AND PROCEDURE MANUAL FOR TRAINING PROVIDERS**

**TUITION POLICY EXCERPT
EFFECTIVE JULY 1, 2013**

D. Tuition

Tuition is the STC-authorized amount charged by the training provider for trainees attending STC annual or core courses. Tuition does not include registration fees that may be charged by a training provider. Registration fees are typically associated with conferences and are designed to cover costs other than training delivery and cannot be paid with STC funds.

All RFCs submitted to STC with a cost of \$100.00 per trainee per eight-hour training day (or an hourly rate of \$12.50 per trainee) are deemed to be cost effective and do not require a budget. For example, 4-hour course=\$50.00, 8-hour course=\$100.00, 16-hour course=\$200.00, etc. The cost of up to \$100.00 per trainee per day is intended to cover all course costs associated with course delivery, including instructor fees, materials, room rental, travel and per diem.

In some instances, course costs may exceed \$100.00 per eight-hour day per trainee, in which case the provider will be required to submit a budget for justification. These courses will be reviewed by STC on a case-by-case basis. The costs associated with this higher rate should be detailed in a letter mailed to the provider's field representative.

The letter must include written justification for costs, and be co-signed by the provider and the departmental administrator of the sponsoring agency. The letter must address the following issues:

- The unique nature of the course;
- The need for the additional expenses in relationship to the course to be provided;
- The actual total costs incurred for the training;
- Cost per trainee;
- Instructor qualifications;
- Need and justification for course; and,
- Description of target audience.

For all courses, providers must maintain adequate accounting records in accordance with generally accepted accounting principles. The records must provide an audit trail that will permit tracing of transactions from support documentation to accounting records, financial reports and billings.

Documentation is required for:

- Cost of instruction and on-site coordination.
- Costs of training aids/equipment rental and one-time costs.
- Training room rental.
- Instructor and on-site coordinator travel and per diem.