

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 7.10
Page 1 of 1

Effective Date: July 1, 2010

Supersedes: Procedure 7.10 dated November 15, 2002

Applies To: Colleges

Procedure Responsibility: Budget and Financial Planning Office

Assessment Centers

Section 7.10.1 – College Responsibilities

- A. Each college's assessment center must maintain a listing of current charges for services.
- B. Each college must submit a list of their charges to the KCTCS Office of Financial Planning and Budget annually for approval by the KCTCS President. The approved list of charges shall be available for public view and listed in college publications as deemed appropriate.
- C. Customized assessment packages may be negotiated with business/industry, government agencies, local school districts, etc., on a self-supporting basis.
- D. All procedures regarding cash handling shall apply to fee collection for assessment centers.

END OF PROCEDURE