

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 7.5  
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Effective Date: July 1, 2010

Supersedes: Procedure 7.5 dated July 15, 2006

Applies To: Colleges

Procedure Responsibility: Office of Budget and Financial Planning

## **Mandatory Charges**

### **Section 7.5.1 – Definition and Approval**

- A. Mandatory charges (fees) are defined as charges required of all students.
- B. Proposed charges must be submitted to the KCTCS Office of Budget and Financial Planning in advance of implementation.
- C. All mandatory charges must have the approval of the KCTCS Board of Regents.
- D. A list of all approved mandatory charges will be published with the annual budget preparation guidelines.

**END OF PROCEDURE**