SUMMARY: This rule provides guidance in the collection and utilization of fees in adult education programs.

1. **Registration Fees**

Registration fees may not be charged for general adult education participation but may be charge for specific course participation.

A. No registration fees shall be charge to students qualifying for and participating in the following adult education courses:

1. Basic literacy instruction, including English as a Second Language;

2. Courses for students with disabilities, basic literacy instruction including English as a Second Language, and high school completion courses for adult learners with disabilities; and

3. High school completion courses.

B. Registration fees may be charged to students participating in:

1. Career and technical courses, and workforce training and re-training courses, that are not part of a student’s predetermined high school completion program; and

2. Enrichment courses.

2. **Lab and Materials Fees**

Fees may be charged to all persons in all adult education courses except lab and materials fees may not be charged for and participating in federally funded basic literacy instruction, including English as a Second Language, courses for student with disabilities, and high school completion programs. Unless otherwise waived under Section 3 of this rule, if lab and materials fees are charged they must be charged to all participants in the course.
3. **Fee Waivers**

The use of local waivers or scholarships, from fees collected locally, may be utilized for providing financial aid to those in need.

4. **Fee Utilization**

   A. Fees collected from the operation of adult education programs shall be utilized to defray the cost of non-subsidizable expenditures incurred in the conduct of such programs, except that:

      1. Fees that are used in support of subsidizable activities must be subtracted from the amount requested for subsidy;
      2. Fees may not be utilized as part of the local share; and
      3. Fees collected from the operation of enrichment courses and other non-subsidizable activities must be accounted for under separate and appropriate account colds that are distinct from accounts for subsidizable adult education courses.

5. **Alternate Education**

Alternate Education revenues collected through adult education for alternate education programming, as reported on the EF-M-39, must be subtracted from expenditures prior to calculating reimbursement for State adult education subsidy on the EF-X-132.

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