



COUNTING ENROLLMENTS IN COURSES SUPPORTED BY BOTH STATE AND GRANT FUNDS

- A. Enrollments in a course supported with both state and contract/grant funds can be counted in whole or in part as state enrollments if the course meets the following minimum conditions:
 1. State dollars must be spent either directly on instruction or indirectly on such things as administration, student support, libraries, facilities, and equipment;
 2. Tuition must be charged or waived under an existing statute and in accordance with the college's board-approved policies; and
 3. The course must be open to the public (i.e., must be listed in the college course catalog); and
 4. The SBCTC requirements for classifying courses for state support must be met.
- B. When all of the conditions above are met, enrollments in the course can be considered for state enrollment status as follows:
 1. If direct instructional costs are paid with state funds only, and no contract/grant funds are used to cover direct instructional costs, the course funding type should be 1 (state support) and all enrollments count as state. ABE/ESL courses funded through a combination of state and federal funds should be coded as course funding type 1 and all enrollments count as state.
 2. If the direct and indirect costs of the course are covered with both state and grant funds, the course funding type should be either:
 - a. Course funding type 2 (supplemental funding): If the college spends at least as much state funding on the direct and indirect costs of the course as the college spends on other state funded courses on average, all of the enrollments can count as state. (RCW 28B.50.140 (17) and WAC 131-32-010.) Or
 - b. Course funding type 3 (shared funding): If the college spends less state funding on the direct and indirect costs of the course than the college spends on other state funded courses on average, the enrollments must be discounted to the percentage of total (direct and indirect) course costs covered by state funds. When this course funding code is used, the college will be prompted to enter the percentage covered by state funds and enrollments will be discounted to that percentage. (RCW 28B.50.140 (17) and WAC 131-32-020.)

Approval required for supplemental and shared funding

A college must receive approval from SBCTC before using course funding code 2 (supplemental funding) or course funding code 3 (shared funding). To seek approval, a college must complete the form “Request for Approval of Counting Enrollments in Courses Supported by Both State and Grant Funds” and submit it to the SBCTC Director of Accounting and Business Services.

- A. The request for approval form includes the following for course funding code 2 (supplemental funding):
 1. Calculations demonstrating that the college is spending at least as much state funding on the course (per student or total) as it spends on average for all other state-funded courses (per student or per course); the calculations include both direct instructional costs and all indirect costs.
 2. Verification that the college is charging tuition, or waiving tuition under an existing statute and in accordance with the college’s board-approved policies.
 3. Verification that the course is open to the public.
- B. The request for approval form includes the following for course funding code 3 (shared funding):
 1. Calculations demonstrating the percentage of total course costs (per student or total) covered by state funds; the calculations include both direct instructional costs and all indirect costs.
 2. A statement as to the percentage of the course enrollments that will count as state.
 3. Verification that the college is charging tuition, or waiving tuition under an existing statute and in accordance with the college’s board-approved policies.
 4. Verification that the course is open to the public.

Notes

1. “State dollars” and “state funding” include state appropriated dollars, from such sources as General Fund-State and Education Legacy Trust Fund, and operating fee dollars from fund 149.

“Tuition” refers to operating fee, building fee, and S&A fee. Courses that charge an enrollment fee in lieu of tuition cannot count enrollments as state enrollments