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APPENDIX



AUDIT AND INVENTORY CONTROL

The Board of Trustees shall select an independent auditor(s) to audit all fiscal affairs of the college annually. The Board of Trustees shall make provisions in the annual operating budget to meet the audit expenses incurred for such audit(s). The auditor(s) shall submit the audit report(s) to the Board of Trustees in a timely manner for consideration, acceptance, and follow-up action, if needed. At the direction of the Trustees, the President of the college shall develop procedures and internal control for o c k p k p i v j g e q m g i g a u u g w c p f k p x g p v q t { 0 The President of the college may appoint an officer of the administration to monitor and keep records of such inventories and assets.

[Updated June 2021]



AUTHORIZATION TO PURCHASE (BIDDING POLICY)



- 8) Purchases of real property, provided, however, that any purchase of real property must first be approved by the Board of Trustees.
 - 9) Purchase/Reimbursement of goods for resale by the college bookstore or other departments of the college.
 - 10) Purchases of goods and services by separate student, alumni, and other organizations through accounts maintained for them by the college as fiscal agent.
 - 11) Purchases of goods at a commercial auction provided the total purchase price for all items does not exceed \$10,000.
 - 12) Purchases of educational materials directly tied to curriculum and secured by copyright.
- B. Excepting procurements excluded under Section 1 above, all contracts for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations



- 2) If it is estimated that the procurement will exceed \$10,000, but be less than \$20,000, the process under the preceding section (A) may be modified by any or all of the following exceptions at the discretion of the administration:
 - a. No publication is required.
 - b. The bid notice may be posted on a r wdrle dwngkq dqtcf cvvj g eqmgi g0u administrative office for only three business days preceding the bid deadline.
 - c. Invitations to bid may be sent to qualified vendors in Thomas County only.
 - d. Unsealed bids may be accepted.
 - e. The President or his/her designee may authorize the award or purchase contract.
- 3) If the amount of purchase is estimated to be less than \$20,000, the President or his/her designee may authorize the award of purchase contract. Such authorizations shall only be granted if accompanied by three or more competitive quotes.
- 4) The college may participate in cooperative procurement efforts with other education institutions, pricing consortiums, or public agencies to combine purchasing power and obtain more favorable pricing. The section specifically includes the Kansas State Contract. Procurements of individual items through such programs are exempted from the provisions of Sections B.1, B.2, and B.3 above, provided that the collective procurements follows a competitive bid process similar to the provisions of sections B.1.
- 5) In cases where two or more goods or services are available from different vendors which are substantially different or unique in character, but may each be potentially capable of meeting the needs of the college, the administrations may utilize a Request for Proposal (RFP) procurement process rather than a sealed competitive bid process, regardless of the expected total price of the procurement.
 - a. The administration shall provide bid specifications which defines the quality of the goods or services to be provided.
 - b. A time will be scheduled as soon as feasible after the response deadline for the top 3 vendors to present their proposal and demonstrate their product to an evaluation committee appointed by the administration.
 - c. The recommended proposal choice must be submitted in writing to the Board of Trustees by the evaluation committee, and must be justified through an evaluation (ET)20510schf d67[(AETQq0.0000m)17(e)] TJETQq0.00000912 0 612 792 reW* n



- D. Whenever the Board of Trustees of the college solicits bids for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services submitted by bidders domiciled within Thomas County and by bidders domiciled outside Thomas County, and the low bid is submitted by a bidder domiciled outside Thomas County, the Thomas County domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if all of the following are met:
- A. The quality, suitability, and usability of the construction, reconstruction, remodeling, materials, goods or wares are equal; and
 - B. The amount of the bid of the Thomas County domiciliary is not more than three percent (3%) greater than the amount of the low bid; and
 - C. The Thomas County domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.

For the purpose of this Authorization to Purchase policy, the following are defined as:

- A. A bidder whose principal place of business is located in Thomas County, or
 - B. A bidder who does business in Thomas County and who has a sales representative whose residence is in Thomas County.
- E. In cases where normal service agreements have been established and the board determines it is in the best interest of the college for the service agreement to be continued or renewed, agreements may be regularly extended or renewed, unless investigation provides evidence that agreements with alternate or new vendors would be more efficient or cost effective for the college.

The Board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. The Board also reserves the right to disqualify any vendors who may be found to be delinquent in their payment of property taxes within the county. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract (including the provisions of the DA-146) with the college and provide a performance or public works bond as required by law or the Board of Trustees.

Information on bids awarded shall be maintained in the college business office and shall be available for review upon request.

The final responsibility for all procurement rests with the President or his/her designee.

The Board of Trustees reserves the right to suspend the formal bid procedure in the event of a disaster, emergency, or if the board otherwise determines it is in the best interest of the college.

[Reviewed June 2020]

[Updated August 2021]



AUTHORIZATION TO SIGN CONTRACTS AND AGREEMENTS



BILLING AND PAYMENT

All students will either have their tuition paid in full or be on an established payment plan by the first due date of each session. The due date is set for the 20th of the month.

For the purposes of this policy, if a student does not have financial aid and all accompanying documents in place by the end of the session they are attending, they are considered non-financial aid eligible.

Students will not be allowed to enroll in the proceeding semester without prior arrangements made through the Colby Community College Exceptions Committee*. These circumstances are very limited and not commonly granted.

High School Students

High school students n





BONDS

Colby Community College, in accordance with statute *60-1111* (Public Works Bond) and *16-1909* (Public-private agreement; bond requirements), will require a vendor to obtain a bond on any project that/which exceeds \$100,000. This requirement will apply any time the College utilizes public funds or meets any of the conditions detailed below. If a project solely utilizes private funds, the Board reserves the right to still require a bond for the project, regardless of this application of the provision being more restrictive or prescriptive than the aforementioned statutes.

A bond is required if any of the following conditions are met:

The project is for public improvements.

Construction of any public building or repairs made to an existing facility.

The bond shall cover or be compliant with the following:



BUDGET

The college budget shall be prepared by the President in cooperation with selected college employees and

The President shall follow the adopted budget.

The college shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms. Budget forms used shall be those prepared and recommended by the Kansas State



The College must use existing resources before requesting an advance; this can be derived from net income generated by the program, any refunds, rebates, or interest earned.

Cash management control includes:

1. Accounts must be interest bearing unless the aggregate federal awards are under \$120,000 and the account is not expected to earn in excess of \$500 per year and the bank requires a minimum balance so high that such an account is not feasible.
2. Interest amounts up to \$500 may be retained by the non-federal entity for administrative purposes. The College subject to 2 CFR Part 200, subpart D § 200.305 may keep up to \$500/year of interest earned on excess Federal Fund advances to cover administrative costs. All other amounts must be returned to the Department of Health and Human Services.
3. Any federal funds used for other than the specified purpose for which it was given will be deemed unallowable expenditure and these funds (including any earned interest) must be returned to the Department of Education.

Procedure for Payment of Federal Funds

- 1.



CHECK SIGNING

Colby Community College requires a Board of Trustees (BOT) signature if a check is \$20,000 or more.
Any check of



COMPLIANCE OF FEDERAL FUNDS

Allowable Cost

Colby Community College will expend and account for the Federal award in accordance with state laws and Colby Community College financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award (§200.302).

The financial management system of Colby Community College will provide for the following (see also Sec. 200.333 Retention requirements for records, 200.334 Requests for transfer of records, and §200.337 Restrictions on public access to record).

Colby Community College *will have or provide:*

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in Sec. 200.327. Financial reporting and reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports of the basis of an analysis of the documentation on hand.

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

Effective control over, and accountability for, all funds, property, and other assets. Colby Community College will adequately safeguard all assets and assure that they are used solely for authorized purposes. See Sec. 200.303 Internal controls for full details.

Comparison of expenditures with budget amounts for each Federal award.

Written procedures to implement the requirements of Sec. 200.305 Payment.

Written procedures for determining the allow ability of costs in accordance with Subpart E--Cost Principles of the Part and the terms and conditions of the Federr each Federal



Colby Community College is aware of th



1. In order for sealed bidding to be feasible, the following conditions should be present:
 - a. A complete, adequate, and realistic specification or purchase description is



- e. Colby Community College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services. Proposals are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
4. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - d. After solicitation of a number of sources, completion is determined inadequate.

Single Source Defined

Single Source procurement will be followed when, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive process.

Sole Source Defined

Sole Source procurement is in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be required.

Sole Source Justification Letter

Submit a sole source justification letter to Purchasing Services that includes:

1. A product description, including quantity and technical features.
2. History of prior purchases and their nature (competitive vs. noncompetitive)
3. Statement as to the unique circumstances that request award by noncompetitive bid/proposal
4. An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacture; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.



5. Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.
6. An explanation that the purchase price is reasonable: (a) Attach documents that prove that the manufacturer offers the best price available because a purchase from a f k m k d w q t k p e n f g u v j g f k m k d w q t p l u o c t m u p. (b) Attach a written certification letter from the vendor that its sales price is the best price it offers to any similarly situated educational or non-profit customer.
7. Description of the efforts made to find competitive sources.
8. Statement as to the efforts that will be taken in the future to promote competition for the requirement.
9. Letter must be signed/approved by Dean/Director and Vice President. Once your letter has been received, then your sole source request may have to go before the board for approval.

Equipment Purchases Require

The award will be made on the basis of price and other price-related factors;

If low price is not selected, just reasoning explaining the rationale behind the selection;

Competitive quotations detailing: like, kind, and quality merchandise from separate vendors (minimum of three);

If three competitive quotes are not available, documentation as to why the normal procurement process was not followed;

Presidential approval prior to processing purchase;

Board of Trustees or applicable supervising agency approval prior to processing purchase;

If sealed bids are issued, there is at least a ten day grace period granted while bids are being collected, before they are opened (in compliance with § 200.320 (a));

If sealed bids are issued, at least two institutional personnel, outside of the purchasing office need to be present at the opening of the sealed bids (in compliance with § 200.320 (a)).

[Added May 2015]

Authorized Representative Date

President Date



Equipment Usage



following requirements:

Property records will be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location,





Micro-Purchase

Micro-purchase is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined in 200.320 [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]. The threshold is currently \$3,500 for most purchase types (exception \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act).

Colby Community College will abide by the following methods of procurement in order to be in federal compliance:

- (a) To the extent practicable, Colby Community College will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Colby Community College considers the price to be reasonable.
- (b) If small purchase procedures are used, Colby Community College will use price or rate quotations from an adequate number of qualified sources.

Colby Community College is aware of the Micro-purchase Policy as defined in 200.320 [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015] and voluntarily complies.

Authorized Representative Date

President Date



CREDIT CARD USAGE

Colby Community College is participating in the State of Kansas and Elan Financial Services Purchasing Program. The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar (under \$3,000) transactions within established usage limits.

The Business Procurement Cards (Visa) can be used for in-store purchases as well as mail, internet, phone, or fax orders. The program is designed to ease the ordering & payment process by reducing purchase orders, payment vouchers, and the use of personal funds reimbursed by payment vouchers.

This manual provides the guidelines under which you may use your procurement card. Please read it carefully. Your signature on the Business Procurement Card Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued



issued in your name and any purchases made against the card will be your responsibility. Use of the card for purchases not in accordance with guidelines established may result in personal liability. be your responsibility. Use of the card for purchases not in accordance with guidelines established may result in personal liability.

Remember that you are committing College funds each time you



generated by the Bank notifying the VISA Card Coordinator of the inactive card. After six months of inactivity the card will automatically be cancelled by the bank. Please see the cardholder agreement that was included with your card.

How to Report a Lost or Stolen Card

If a procurement card is lost or stolen, immediately contact the VISA Card Coordinator to have your card closed and re-issued.

Procurement Card Security

Only the authorized cardholder department may use the card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

Internet Security

Suggested best practices for shopping on the Internet are listed below. Be aware that an outside party could gain access to your VISA Card account number if a vendor's Internet site is not secure.

1. Only use your card in a secure environment, i.e., the location/address box on your browser starts with "https://".
2. Use sites that include a BBB (Better Business Bureau) Accredited Business seal. The seal should link to a page confirming that the business is BBB accredited. Be cautious if the seal is not linked to a BBB page confirming accredited business status. It could be a sign of unauthorized use of the mark.
3. If you are not familiar with an online merchant, verify its reliability with outside organizations, such as the Better Business Bureau (<http://www.bbb.org/> and <http://www.bbbonline.org/>).
4. Know who you are doing business with before placing an order. Use Web sites that provide clear contact information (phone number, address in the real world, customer service contact) for the company, as well as warranty, return and refund policy.
5. If an online purchasing website asks you to create an account with a password, protect that password.

Use a different password for each website that you utilize. (Do not use the same password for more than one website.) This procedure will help protect your VISA Card, if the password for a specific website is compromised.

Change passwords for online purchasing websites on a regular





The department/unit business office is responsible for editing and approving final transactions including funding, object code, and descriptions.

BILLING, PAYMENT AND ACCOUNT DISTRIBUTION PROCESS

General Guidelines

Each cardholder will receive a statement of activity for the month with access to their account online. This is to be used to reconcile invoices. Concurrently, a control account statement is emailed to Thomas J. Cmltqo y j lej v j g Dwukpguu Chhktu Qhheg y knr tqeguu Cf co u Dcpnu o qpj n{ r c{ o gp0

Paying the statement

When the cardholder receives the monthly bank statement it should be immediately reconciled along with all supporting documentation. Charge slips and receipt tapes should be matched to the statement. If a receipt is missing, the vendor must be called and asked to provide a detailed invoice, credit memo, or an adequate substitute. Verify purchases again for sales tax on each item and request a credit, if needed. Check state contract items and verify that shipping charges were handled according to the contract.

As long as the attached invoice, or other payment document is itemized, the items purchased may be described in general terms. Each individual is responsible for allocating purchases to the appropriate funding and object code.

If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken to receive a credit from the vendor for the purchase. To obtain a credit a cardholder can return the goods.

Once the statement has supporting documentation for each entry on the statement and the receipts all match the statement, a POR must be prepared. As long as the attached invoice, packing slip or other payment document is itemized, the items purchased may be described in general terms. Each department is responsible for allocating purchases to the appropriate funding and object code.

If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken to receive a credit from the vendor for the purchase. To obtain a credit a cardholder can return the goods.

The attestation must be signed by the cardholder and someone with signature authorization.

The supporting hard copy documentation should be sent to the VISA Coordinator within 10 days of the credit card statement.

Auditing of Business Procurement Card Program

The Business Affairs Office will review all transactions and supporting documentation when the POR arrives in Thomas Hall to ensure that the Colby Community College policies and procedures are followed.

The Colby Community College Office of Internal Audit may conduct periodic audits to



determine compliance with Business Procurement Card policies and procedures.

The CCC Purchasing Office reserves the right to conduct random audits of departments throughout the program to ensure compliance with purchasing rules and regulations. If abuse is found during these audits your card may be revoked. Any minor offenses will be documented and the documentation will be signed by the VISA Coordinator.

Violation Notices

The Business Affairs Office may issue a violation notice for misuse of the VISA Card, i.e. charging something to the card that is not allowed.

Cardholders receiving 3 violation notices within a one-year period may be reviewed for permanent revocation of their VISA Card.

Sales and Use Tax

Colby Community College, as an agency of the State of Kansas and is exempt from paying Kansas sales or use tax per KSA 79-3606(c). When Kansas sales tax is inadvertently included in a transaction, departments are required to subsequently obtain credit for tax paid.

Cardholders are strongly encouraged to make all request for a refund of sales tax in writing (email, letter, etc.). If the sales tax inadvertently is included with the transaction please provide a reason as to why it occurred.

Prohibited Purchases

Alcohol

Ammunition

Firearms

Contact Information

The VISA Card Coordinator may be reached at patty.mead@colbycc.edu

[Revised May 2017; October 2020]



DISPOSITION OF SURPLUS PROPERTY

The Board of Trustees may, by motion or resolution adopted from time to time, identify the surplus property and authorize the sale or disposition of the property on those terms that the Board of Trustees considers to be in the best interest of Colby Community College (CCC). All logos/insignia of any sort must be removed by CCC before disposing of any and all property. The Board of Trustees considers the most appropriate methods of disposition of surplus property to include a public auction, public solicitation or written bids, donation of such property to a not-for-profit organization that is exempt from federal income taxation pursuant to section 501(c)(3) of the federal internal revenue code of 198. CCC operates in accordance and compliance with Kansas Statute 75-6602 (Procedures authorized for disposing of surplus property; rules and regulations).

The President at Colby Community College has the authority to dispose of any item that has no monetary value to the College. This includes all items that are broken beyond repair, too old for utilization, and ultimately present no value to the institution. Thus, providing the CCC President the



DEBT MANAGEMENT

Adherence to its debt management policy signals to rating agencies and the capital markets that the College and its Board of Trustees is well-managed and should meet its obligations in a timely manner. Debt levels and their related annual costs are important financial considerations that impact the use of current resources. An effective debt management policy provides guidelines for the College to manage its



- c. To maintain appropriate resources and funding capacity for present and future capital needs;
- d. To evaluate debt issuance options;
- e. To promote cooperation and coordination with other stakeholders in the financing



Taxable Debt ó The College will agree to financing of projects with taxable debt when projects are not eligible to be financed with tax-exempt debt or when the administrative costs, restrictions on use of financed projects, and investment constraints outweigh the benefit of tax-exempt rates.

D. Legal Limitations on the Use of Debt

1. Limitations on the purpose to which the proceeds of sale of bonds or notes may be applied are contained in the resolution or resolutions authorizing the bonds or notes.
2. No debt may be issued for a period longer than the useful life of the capital project it is funding.

IV. Types of Debt

A. The BOT is authorized from time to time to issue its negotiable bonds and notes. These include:

1. Bonds

The BOT may issue bonds, where repayment of the debt service obligations of the bonds will be made through revenues generated from specifically designated sources. The bonds will be special obligations of the College. These bonds may include, but not limited to:

- a. Fixed Interest Rate Bonds - Bonds that have an interest rate that remains constant throughout the life of the bond.
 - 1) Serial Bonds
 - 2) Term Bonds
- b. Variable Interest Rate Bonds - Bonds which bear a variable interest rate but do not include any bond which, during the remainder of the term thereof to maturity, bears interest at a fixed rate.
- c. Capital Appreciation Bonds - Bonds as to which interest is payable only at maturity or prior redemption of such Bonds or which bear a stated interest rate of zero. The corresponding Supplemental Resolution for the bonds will define the manner in which the period during which principal and interest shall be deemed to accrue, and the valuation dates for the bonds and the accreted value on the valuation date.
- d. Refunding Bonds - Bonds refunding the whole or a part of a Series of Bonds delivered on original issuance.

2. Short-term Debt

The BOT may issue short-term debt, from time to time as needed to fund projects for Colby Community College during their construction phase. Such debt shall be





4. Call Provisions



2.



2. Bond Counsel - Bond Counsel shall be engaged through the Office of State and Local agreement.
3. and Local Finance and serves and assists the Authority on financial matters under a written agreement. However, the financial advisor shall not be permitted to bid on or underwrite an issue for which it is or has been providing advisory services.



1. The College (through the Vice President of Business Affairs, subject to approval of the



EXPENDITURES AND FISCAL CONTROL

Authorization of Expenditures. The President of the college shall establish procedures for authorization of all expenditures from all funds of the college and shall delegate the powers of authorization to such officers of the administration as he/she sees fit.

The President shall have the power to overrule part or all of any requisition for expenditures from any fund of the college.

Monitoring of Income and Expenditures. The Vice President of Business Affairs shall monitor all income and expenditures for all funds of the college, shall prepare and implement adequate fiscal control



FACILITIES AND NAMING GUIDELINES

Colby Community College (CCC) may recognize donors of large monetary gifts or those who clearly have provided exceptional service to the institution by naming specific facilities for them. Facilities may be named for a donor if one of the following conditions is met:

- A. An individual, family, business, corporation, and/or other charitable entity has given at least \$500,000 and recognized by the Board of Trustees upon recommendation from the CCC administrative team as being an eligible recipient of the honor.
[Revised Oct., 2018]
- B. An individual has (a) served a minimum of 15 years at CCC; (b) been recognized as outstanding by the public, students, faculty, and administration; and (c) is supported by the Board of Trustees.
- C. Be recognized as an individual who has truly impacted Colby Community College



FEDERAL FUNDING

For the application of federal funding and the receipt thereof, Colby Community College and the Board of Trustees will authorize an indirect cost rate consistent with federal guidelines.

[Revised 2014]

[Reviewed June 2020]

FEDERAL PAYMENT

Colby Community College (the College) works to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the College whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- A. Colby Community College must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement by the College, and financial management systems that meet the standards for fund control and accountability as established in this part. Advance payments to the College must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the College in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the College for direct program or project costs and the proportionate share of any allowable indirect costs. The College must make timely payment to contractors in accordance with the contract provisions.
- B. Whenever possible, advance payments must be consolidated to cover anticipated cash needs for all Federal awards made by the Federal awarding agency to the recipient.
 1. Advance payment mechanisms include, but are not limited to, Treasury check and electronic funds transfer and must comply with applicable guidance in 31 CFR part 208.
 2. The College must be authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act.
- C. Reimbursement is the preferred method when the requirements cannot be met, when the Federal awarding agency sets a specific condition per § 200.208, or when the non-Federal entity requests payment by reimbursement. This method may be used on any Federal award for construction, or if the major portion of the construction project is accomplished through private market financing or Federal loans, and the Federal award constitutes a minor portion of the project. When the



reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper.

- D. If the College cannot meet the criteria for advance payments and the Federal awarding agency or pass-through entity has determined that reimbursement is not feasible because the College lacks sufficient working capital, the Federal awarding agency or pass-through entity may provide cash on a working capital advance basis. Under this procedure, the Federal awarding agency or pass-through entity must advance cash payments to the College to cover its estimated disbursement needs for an initial period general



- G. Standards governing the use of banks and other institutions as depositories of advance payments under Federal awards are as follows:
1. The Federal awarding agency and pass-through entity must not require separate depository accounts for funds provided to the College or establish any eligibility requirements for depositories for funds provided to the College. However, the non-Federal entity must be able to account for funds received, obligated, and expended.
 2. Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.
- H. The College must maintain advance payments of Federal awards in interest-bearing accounts, unless the following apply:
1. The College receives less than \$250,000 in Federal awards per year.
 2. The best reasonably available interest-





entered into the Microsoft Dynamics Great Plains Fixed Assets System.

Selling, Trading-in, Donating or Disposing of a Capital Asset

The Business Affairs Office staff must be notified of all disposals of capital equipment. When selling, donating, trading-in or disposing of capital equipment, the department responsible for the capital equipment must complete the equipment and furniture disposal form in order to properly account for removing the asset from Microsoft Dynamics Great Plains Fixed Asset System.

The Policy for Disposal of College Assets can be viewed online.

Additionally, the Business Affairs Office staff must be notified via email or telephone prior of all transfers of capital equipment to another department or location within the College.

[Added February 2020]



FINANCIAL RESPONSIBILITY AGREEMENT

I understand that when I register for any class at Colby Community College or receive any service from Colby Community College, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Colby Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and



Communication

A. Method of Communication

I understand and agree that Colby Community College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Colby Community College on a timely basis.

B. Updating Contact Information

I understand and agree that I am responsible for keeping Colby Community College records up to date with my current physical addresses, email addresses, and phone numbers. Upon leaving Colby Community College for any reason, it is my responsibility to provide Colby Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Colby Community College.

Agreement

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Colby Community College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Colby Community College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

[Added September 2016]

[Updated March 2021]



GIFT ACKNOWLEDGEMENT

Acknowledgment. Whoever receives gifts of consideration, whether it is equipment, materials, or o qpg{ hqt c ur geknr wtr qug, o wuvpqwh{ vj g Rtgukf gpvau qhleg qh vj g i kn0Vj g Rtgukf gpvau qhleg y km acknowledge receipt of the gift. A list of contributors should be placed in the *Colby Free Press* twice a year, January and July. *[Revised April 22, 2014]*

Honor Boards: The College will maintain updated boards that acknowledge these individuals, companies, trusts, and foundations who have contributed to the institution. Names will be engraved annually in July on the plaques. The boards will be purchased through donation, not general college funds. Separate acknowledgement shall be given to donations given toward scholarships, current needs or capital outlay. The College shall also maintain an updated lifetime contribution board for those who have given a minimum of \$100,000 to Colby Community College. *[Added April 22, 2014]*

Naming of Facilities. Colby Community College may recognize donors of large monetary gifts or those who clearly have provided exceptional service to the institution by naming specific facilities for them. Facilities may be named for a donor if one of the following conditions is met:

- A. An individual, family, business, corporation, and/or other charitable entity has given at least \$500,000 and recognized by the Board of Trustees upon recommendation from the CCC administrative team as being an eligible recipient of the honor. *[Revised October 2016]*
- B. An individual has (a) served a minimum of 15 years at CCC; (b) been recognized as outstanding by the public, students, faculty, and administration; and (c) is supported by the Board of Trustees.
- C. Be recognized as an individual who has truly impacted Colby Community College beyond monetary measures.
- D. All recommendations will formally be made by the President of Colby Community College, in open session, at a Board of Trustees meeting. All recommendations must be formally approved by the Colby Community College Board of Trustees.





[Health Insurance Portability & Accountability Act \(HIPAA\)](#)

Federal Trade Commission ó Red Flag Policies

General Data Protection Regulation (GDPR)

Gramm-Leach-Bliley Act (GLBA)



Additionally, the College has:

1 periodically reviewed access controls

conduct a periodic inventory of data, noting what is received and transmitted.

2) get the information to the appropriate people and ensure it is kept secure.

3) developed by the institution.

4) Multi-factor authentication for anyone accessing customer information.

5) ensure customer information is kept secure.

6) evaluate changes to the information system or network.

7) ensure that the information is kept secure and that the system is secure.

8) The Program Officer shall coordinate with those responsible for information management activities among the Department of Information

Technology. (T-8(e)9(chno)9(l)-4(og)11(y)11(and o)g5(H)9(T)55(12)7918TQ)0A



GRANTS AND OTHER OUTSIDE FINANCIAL RESOURCES

The board encourages the President to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the board. The President will inform the board regarding grant activities and funding.

[Revised April 2014]

[Reviewed February 2021]

INDIRECT RATES

When conducting sponsored projects (i.e. federal grants), Colby Community College is required to assess an indirect rate of 8% for grant administration. The purpose of this policy is to provide guidance to principal investigators and others responsible for the administration of sponsored projects on the requirements for determining the appropriate indirect cost rate(s) applicable to a particular sponsored project, and applies to all faculty and staff who are responsible for authorizing, processing, and monitoring charges to sponsored projects. The established rate of 8% would be assessed based on the annual grant reward.

Indirect Costs

Indirect costs represent expenses that are not readily assignable to any single research or training project, but y j lej tgr t gupvj g Eqmgi gæ equu vj ectt{ qwwtclpki cevkku cpf qvj gt ur qpuqtgf r tqi tco u0 Costs include the following maintenance of buildings and equipment, operational support services such as maintenance and operations (utilities, janitorial services, technical support, etc.), library operations, and other administrative services.

[Added October 2020]



INVESTMENT OF FUNDS

The investment of college monies shall be the responsibility of the President, Vice President of Business Affairs and/or the College Treasurer. Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute K.S.A. 12-1675.

Posting Securities. All investments of college monies shall be secured by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

Investment of funds shall be in the main or branch office of an eligible bank, savings and loan association or savings bank located in the county or counties in which all or part of the college is located. If such main or branch office of an eligible bank, savings and loan association or savings bank cannot or will not provide an acceptable bid, the funds can be invested in a main or branch office of an eligible bank, savings and loan association or savings bank located in an adjoining county to the county in which all or a part of the college is located.

Any bank, savings and loan association or savings bank that qualifies as a depository of college funds shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of Monies for Investment. The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at the rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer



Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the President.

The treasurer shall record the following information: The date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified, the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the college, any otherwise eligible bank or savings and loan association shall have on file in the office of the Vice President of Business Affairs a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The



RECORDS RETENTION

Colby Community College is governed by state statutes defining records retention requirements. State law provides that all government records are public property and shall not be destroyed or otherwise disposed of except as authorized by law or applicable retention and disposition schedules (see Kansas



"Records life cycle" means the phases of existence for records, usually including creation, active (current and regularly used), inactive (current and occasionally referenced), and disposition (non-current).

"Records retention" means the length of time records should be maintained by an organization. This duration can range from immediate disposal to archival preservation.

"Records disposition" means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

Roles and Responsibilities

The following groups and individuals are frequently involved in records and information management at Colby Community College. Their functions and obligations are described as follows.

The Records and Information Management Committee is charged to develop, review, revise, endorse, and interpret College records and information management and technology policies and procedures for the



records retention schedules, and in compliance with KORA and other college, state, or federal statutes and regulations that may apply.

As a state institution, many of Colby Community College records are generally subject to inspection and copying by members of the public, unless there is an applicable exemption to disclosure, such as those described in KORA.



records until they can be placed in the Archives. Any storage site should be clean, dry, secure, and maintained at a moderate temperature.

C. Storing electronic records:

1. Offices and units should store active records in locations that allow rapid retrieval from information systems.
2. Offices and units should store inactive records in locations that balance cost and retrieval needs.
3. Directory folders and files should be named consistently to assist retrieval of appropriate information.
4. Active and inactive records require storage that meets any information security needs and digital preservation requirements.

D. Transferring records to the Archives:

1. Identify records in the Records Retention and Disposition Schedule (see .070; if not in the sched



1. To revise existing retention schedules, please contact the VPBA to initiate the process. The VPBA will submit draft revisions to the Records and Information Management Committee for review and recommen



derived from public records, and requires not-for-profit entities receiving public monies over a certain amount to retain and make publicly available records regarding the expenditure of those funds.

5. Kansas Open Meeti



2. The Animal Welfare Act (AWA), 7 U.S.C. §54: Kansas State University's Institutional Animal Care and Use Committee (IACUC) administers an animal care and use program following requirements in the AWA. Additional recordkeeping guidance can be found on the university's IACUC website.
3. NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules: These guidelines provide recordkeeping rules for the Institutional Biosafety Committee (IBC), which is responsible for the Colby Community College biosafety program.



REFUNDS

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during the term in which they are enrolled. Students must complete the Official Withdrawal form in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated to receive a refund of personal monies.

Students may be eligible for refund upon filing a complete Change of Schedule Form in the Tgi kwtctau QHleg y kj kp vj g tghwpf r gtlkf u qwnpof dgmY 0Qprkpg ej cpi g qhvej gf wrg qt c r cr gt hqto O WUV dg uwdo kwgf vj vj g Tgi kwtctau QHleg hqt tghwpf 0Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.

Definitions

Official Withdrawal: The written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Tgi kwtctau QHleg 0Y kj f tcy cnltqo ercuugu o ust be completed before the published last day to withdraw (from the CCC catalog).

Change of Schedule: A written notification to the Registrar from a class or classes. The Change of Schedule form must be completed with signatures of instructors and advisor (or eqcej lcvj rgle f kgevt khcp cvj rvg) cpf r t gupvgf vj vj g Tgi kwtctau QHleg 0Cf f u cpf f tqr u qh eqwtugu (pqvy kj f tcy cni) ctg eqo r rvgf xlc uwf gpw0VtqlcpY gd r qtvcni f vt kpi vj g r vdrkuj gf add/drop periods for each academic session.

Unofficial Withdrawal: A cessation of attendance to a class or classes without written notification to the Registrar. The student forfeits any refund of personal funds which might be due.

Books as Institutional Charges: Books charged against Federal Title IV funds are considered part of institutional charges. Books purchased without such records, whether from the college bookstore or other sources, such as the online book stores, are excluded from institutional costs.

Regular Enrollment



- 9-16 Week Classes** 100% of tuition and fees will be refunded for courses dropped prior to the end of the 8th instructional day of the semester.
- 5-8 Week Classes** 100% of tuition and fees will be refunded for courses dropped prior to the end of the 5th instructional day of the semester.
- 2-4 Week Classes** 100% of tuition and fees will be refunded for courses dropped prior to the end of the 3rd instructional day of the semester.

Classes less than two weeks (including weekend classes and seminars)

100% of tuition and fees will be refunded for courses dropped prior to the start of the class.

- Late Fall Courses** 100% of tuition and fees will be refunded for courses dropped prior to the end of the 3rd instructional day.

INSTITUTIONAL ROOM AND BOARD CHARGES WILL BE CALCULATED ACCORDING TO THE TERMS OF THE DORM CONTRACT.

Hgf gtcnVkrq KX uwf gpvckf hwpf u y kmdg tgwtpgf ceeqtf kpi vj g õT gwtp qh Vkrq KX Ckf Hwpf u Polie{ö guvdrkj gf d{ vj g *Higher Education Reconciliation Act of 2005*.

The college refund policy and the Federal Return of Title IV Funds policy are independent of each other. The return of Title IV funds may result in college costs not paid and due from the student.



(modules are classes that do not span an entire semester).

The federally required calculation is based on the idea that students earn financial aid in proportion to the amount of time in which they were enrolled. For example, a student who withdraws in the second week of class has earned less than someone who withdraws in the fifth week of class. Once a student has completed 60% of the enrollment period, the student is considered to have earned all of the financial aid they were awarded and will not have to return any funds.

Because of this calculation, Colby Community College students who receive disbursements of their financial aid and do not complete their classes during an enrollment period could be held responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid that was disbursed for the term.

IMPORTANT: Courses processed as withdrawals (A "W" recorded on official transcript) remain fully billable at 100% of course tuition and applicable fees. Colby Community College students who withdraw from a course during the first 60% of the enrollment period following the return of funds calculation or even after the tuition and fees cancellation policy has been applied.

How “Earned” Financial Aid is Calculated

Financial aid earned by a withdrawing student. This calculation must be completed within 30 days of the date the school determines that the student has withdrawn. The school is required to return any unearned funds within 45 days. The calculation is completed by the Office of Financial Aid. The amount of unearned aid must be returned to the federal government:

Semester or Module(s) minus the Percent of Semester/Module(s) completed equals Unearned Aid.

In summary, if a student has completed 25% of the payment period in which they were enrolled, they are responsible for repaying 75% of the aid. If a student has completed 47% of the payment period, they are responsible for repaying 53% of the aid. If a student has completed 97% of the payment period, they are responsible for repaying 3% of the aid. The total number of days used in the calculation will exclude any scheduled breaks of five or more days.

IMPORTANT



required.

If a student ceases enrollment in a current module but plans to attend a later module within the same semester, the student must notify the financial aid office in writing of their plans to attend the later module to avoid being considered a withdrawal for the purposes of this calculation. If written notification is not received within required timeframes, the student is considered to have withdrawn, and the return of funds calculation is completed. If, however, the student does continue to attend in a later module within the same semester, even if they failed to notify the Office of Financial Aid that they would, prior calculations due to non-communication are reversed.

Types of Drops and Withdrawals

In financial aid, definitions are important. When students cease enrollment in a class, the way that they cease enrollment is important for the purposes of calculating earned aid. The following definitions are employed:

Drop— enrollment in the class during the drop/add period of each session during an academic term. This period is typically 5-7 days from the start of the session. A "dropped" student is still considered to have attempted the class for the purposes of the return of funds calculation. Students may also be dropped by instructors for non-attendance during the certification period for each session. Research will be



What is Considered the Date of Withdrawal?

For students who officially withdraw from the college, the day of withdrawal is the date that the student engaged in the withdrawal process. For students who drop all courses in a module or semester, the day of withdrawal is the day the courses were dropped. For students who unofficially withdraw from a module or session, the day of withdrawal is either the last day the student participated in the class (in the case where participation records exist) or the mid-point of the semester (in the case where participation records do not exist).

When Is All Aid Considered “Earned”?

Students are considered to have earned all financial aid when they have completed 60% of the days they were scheduled to attend. Percentage of days completed is

calculated as follows: $\frac{\text{Days Attended}}{\text{Days in Semester or Module}} \times 100 = \text{Percentage of Semester Completed}$

The number of Days Attended divided by the Days in Semester or Module equals Percentage of Semester Completed.

If the calculated percentage completed equals or exceeds 60%, the student is considered to have earned all financial aid.

A 9-day week includes Saturday and Sunday even if the student does not attend on those days.



Logging into class to view class materials.

Receiving academic counseling or advising.

Student Notification of Results of Calculation

Upon completion of the Return of Title IV Funds calculation, students will receive notification indicating the amount of aid that will be returned. Colby will email the appropriate

Students will be able to view the return and any resulting account balance on their TrojanWeb Self-



aid earned prior to completing the payment period may be disbursed through a late disbursement. A late disbursement will be offered to you or your parent, in the case of a PLUS loan if you were eligible to receive federal financial aid loan funds but did not receive them prior to completing the payment period. To be eligible for a late disbursement, you must meet one or more of the following conditions before completing the payment period:

The U.S. Department of Education processed your FAFSA form with an official e



A PWD is offered to you or your parent in the case of a Parent PLUS loan if, prior to withdrawing, you earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

The conditions and limitations for a PWD are the same as those for a late disbursement, with some additions.

We are not able to make:

Second or subsequent disbursements of Direct Loan funds unless

A PWD of Pell funds for a subsequent payment period if you have not completed the earlier payment period.

The College is required to contact students eligible for a PWD prior to making any disbursements. You have the opportunity to accept or decline federal financial aid as part of a PWD.

We will contact you by letter, and that letter must be completed and returned within 14 days for federal financial aid to be processed.

If a loan is part of a PWD, you can choose to accept only an amount for the balance due to the College or, if eligible, to accept a larger amount that will result in excess funds being returned to you.

A PWD of federal grant funds for open charges only does not require your acceptance. The College is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges.

The College must disburse a PWD of federal financial aid loan funds within 180 days

It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education.

Consequences of Non-Repayment

Ability to receive federal financial aid in the future. If grant funds are owed to the government and the student does not make arrangements for repaying the funds,



student will not be permitted to register for future classes or receive transcripts until the balance is paid. Accounts that remain unpaid will be sent to collections.

[Revised March, 2016; April 2021]



RENTAL OF FACILITIES

As part of the Community Outreach initiative, the College serves as a community partner and does not charge for facility usage that does not generate individual business revenue. Thomas County residents that are not utilizing the facility for profit are allowed to utilize the facilities at no cost. The use of facilities for private promotion or to promote drives may be denied. Requests from political groups must receive Board approval. Groups are responsible for payment for damage. Depending on the circumstance, number of people, or event, some groups will be required to show proof of insurance for injuries or damages that may occur.

* The use of alcohol on campus is not permitted by any entity without prior approval from the CCC Board of Trustees.

Room Reservation

At minimum, if an individual/business wishes to reserve a facility they are expected to reserve the area at least two weeks in advance. Areas can be reserved by using the following phone numbers:

Classroom ó (785) 460-4612

Cultural Arts Center ó (785) 460-5519

Gymnasium/Steve Lampe Athletic Center ó (785) 460-5547

Individual Room/Student Union ó (785) 460-5500

Rates

All spaces rented will require a \$25.00 administrative fee that is n



- c. Interfere with public health, welfare or safety;
- d. Involve unusual, extraordinary or burdensome expenses for College or involve unnecessary safety or security concerns.

Reservation Cancellations

1. Rentals may be canceled, denied and/or impossible as a result of events beyond the reasonable control of College, such as, and without limitation: strikes, labor disputes, weather and/or acts of God, inability to obtain labor or materials, governmental restrictions/ regulations, civil commotion or fire or other casualty. In such instances, the College shall have no liability to Group/Organization other than to refund any pre-paid amounts related to the event.
2. In the event of inclement weather or other event of nature, College in its sole discretion will determine whether the scheduled event may take place (regardless of whether College was closed earlier in the day). If College has been closed earlier in the day but determines that the scheduled event may take place at the option of Group/ Organization, then Group/Organization must decide whether it wishes to proceed with the event by the time set by College. In such case, Group/Organization will be responsible to pay any additional costs associated with: a) proceeding under such conditions (such as: custodial charges associated with snow/ice removal and extra custodial labor associated with cleaning of floors at conclusion of event), and Group/Organization will also be solely responsible and indemnify College for any resulting injury/damage to person or property, or b) not proceeding (such as preparation expenses already incurred by CCC).
3. If the College determines that the scheduled event may not take place, Group/Organization will be refunded any pre-paid rental fees or offered a rescheduled date, and College shall have no further obli9811(at)-5(t)6(he s)7(che)-2(du)11(l)-4(ed)9(ev)9(ent)-5(m)17(ay)9()-10(not)-40.00000h0.000009h



RETURNED CHECKS

The return of a check issued to Colby Community College will result in a \$30.00 returned check fee for each returned check being placed on the account of the student on whose behalf the check was presented. Persons who submit checks to the college for payment that are subsequently returned for insufficient funds, stopped payment, or the inability to locate could have their semester classes voiced. A student whose check is returned for tuition will be dropped from their class.

All returned checks are processed by the bank twice before deemed insufficient. When a check is returned by the bank, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is not reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check payment is made for the check as well as the returned check fee.

A person will be allowed two returned checks after which payment by check will not be accepted. The Controller will notify the appropriate campus personnel in written not accept checks from students who have violated this policy.

[Added May 2015]

[Reviewed December 2020]

SALE OF LIVESTOCK

Livestock may be sold on behalf of the college after presenting an intent to sell statement to the supervising Vice President or President for approval.

The first preference of sale should occur at a public auction or an online auction. In the event an animal is advertised because of special circumstances, a bid process could be offered to potential buyers. Any potential bid shall be approved by the Board of Trustees in open session (excluding the online auction format).

In the event of the CCC staff being approached by a potential buyer, private treaty could occur upon verification of fair market value. The college discourages private treaty transactions.

[Revised September 2003; Revised July 2020]



SALES AND ADVERTISING ON CAMPUS

The college will not endorse sales representative, firms or corporations who engage in or to solicit business on campus. Any business or sales conducted on the Colby Community College campuses must be approved by the President or designee and must be appropriate and beneficial to the students, employees and community. In addition, all forms of advertising must have approval from the President or designee. This includes posting or otherwvmgnesi3gpdes payg



SCHOLARSHIPS (INTERNAL)

In order to qualify for scholarships, students must attend 12 or more hours per semester and meet all requirements specific to the scholarship opportunity.

All scholarships are applied to Fall and Spring billing terms only.

Scholarship monies are not applicable to summer courses unless specifically notated in the scholarship description.

Students are able to apply for and accept as many scholarships as they qualify for, however, institutional scholarship monies cannot exceed the student's direct costs at Colby Community College. **Excess Institutional Scholarship dollars will not result in a credit balance.**

Scholarships are NOT auto renewed unless specifically notated in the scholarship description.

All scholarship monies are at the discretion of the awarder. These funds can be revoked or prorated at any time based on the scholarships qualifying indicators.

- Performance Based scholarships - Recipients must meet performance and participation standards set forth by the awarder.

Please review Performance Based Scholarship Requirements for more detailed information.

- Merit Based Scholarships - Recipients must possess and maintain required cumulative GPA or other academic indicators set forth by the awarder.

Based on Title IV regulations, scholarship totals exceeding the cost of attendance may result in a reduced offer for student loan(s) and/or institutional scholarship(s).

Scholarship Terms

Institutional Scholarship: Scholarships offered and awarded by employees of Colby Community College.

This includes: Athletics, Academic, Leadership, Field of Study, Co-Curricular, and Campus Visit scholarship categories.

Students are only eligible to receive 1 institutional leadership scholarship (Effective starting 2021-2022 Academic Year).

Foundation Scholarship: Scholarships offered and awarded by Colby Community College Endowment Foundation and their board.

External Scholarship: Scholarships are awarded to students by organizations outside of Colby Community College.

Outside scholarships count as a financial aid resource and must be added to a student's financial aid award. The Office of Financial Aid first applies the outside scholarship to a student's unmet need



that is not already covered by financial aid. In some cases, loans not based on financial need may be reduced (private loans, Federal Unsubsidized Loan, Federal PLUS Loan) in order to accommodate the addition of an outside scholarship. If the student's need is already met by need-based aid, then that aid is replaced with the outside scholarship. Need-based loans are first replaced.

Financial Aid Terms

Direct Cost: Charges that must be paid directly to the college. This includes tuition and fees, as well as room and board if the student is living on campus.

Indirect Cost:

Category	Specific Scholarships	Details	Amount	Contact
Athletics	-All NJCAA and Co-curricular sports	-Awarded by coach -Must apply through SLM	Varies	Athletic Director 785-460-5548
Academic	-ACT/SAT	-Based on	\$200-\$1200	Scholarship
Coordinator 160-4611	Outreach Scholarship	ACT/SAT and/or CCC credit taken in high school	Varies	Coordinator 785-460-5548

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XXXXXXXXXXXXXXXXXXXX



SCHOLARSHIPS (PERFORMANCE-BASED)

The [Performance Based Scholarships](#) policy can be found in the Students section of the Colby Community College Policy Manual.

SMALL BALANCE WRITE-OFF

Students are required to pay their student account bill in full each semester. If those bills are not paid, a financial hold is placed on the student account, preventing registration for future classes, release of transcripts, or receiving a diploma. In rare instances, a small balance write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a balance of less than one dollar (\$1) is created due to an adjustment of institutional funds and/or scholarships, the balance may be written off immediately.
2. When a balance of less than five dollars (\$5) has been on a student account for six (6) months or longer, the balance may be written off.

[Added October 2020]

STOP PAYMENT

Occasionally, it is determined that a stop payment may be needed on an uncashed check. The check may or may not be reissued to the individual or entity. It is possible that the uncashed check will be applied to an existing balance or sent to Kansas Unclaimed Property.

This policy directs the amount of risk the institution is willing to absorb. A stop payment currently costs the institution \$15. As the cost of a stop payment increases overtime, the policy is to adjust accordingly.

At this point in time, if a check is written in the amount of \$15 or less, the institution agrees that it will absorb the risk of a check clearing without a stop payment issued. Thus, it is altogether possible, an individual may be paid twice. For example, the \$15 is sent to the Kansas Unclaimed property and the original check is then cashed. All checks in the amount of \$15 or greater will have a stop payment placed on them.

[Added July 2017]

[Reviewed November 2020]



TUITION ASSISTANCE

Employees, dependents of all full-time employees, and full-time employees of any food service firm located on the college campus may enroll in college credit courses without payment of tuition and student fees. (Dependent grant does not cover course fees). These tuition grants do not apply to non-credit workshops, seminars, EduKan, or symposium offerings. Approval by supervisor must be given to employee before class(es) may be taken during working hours. Time spent attending classes and working on assignments must be off-the-clock or taken as vacation time. Employee dependents are defined according to the rules of the Internal Revenue Service. *[Revised March 2016; September 2018]*

(Taken from the current [Master Agreement](#): Article VIII. Section D. Tuition Grants)

Approval by supervisor must be given to employee before class(es) may be taken during working hours.

Time spent attending classes and working on assignments must be off-the-clock or taken as vacation time.

Employee dependents are defined according to the rules of the Internal Revenue Service. (Taken from the current [Master Agreement](#): Article VIII. Section D. Tuition Grants)



UNCOLLECTABLE DEBT WRITE-OFF

The Accounts Receivable Department at Colby Community College (CCC) is comprised of two distinct areas:

- A. Student Receivables-individuals who work toward collecting student tuition and fees.
- B. Third Party Receivables-group acts as a collection agency on behalf of CCC.

Student Account Receivables Processes

- A. Current-receivables that are less than 90 days old or current payment plan in place ó attempting to collect. After one entire semester of attempting to collect in house, the account will be transferred to collection agency and state of Kansas if it is determined that the debtor is a Kansas state resident.



In rare instances, a balance cannot be sent to collections for varying circumstances and a write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a student does not have a Social Security Number or is not a United States citizen.
 - a. These students cannot be sent to collections and the institution views their balance as $\frac{1}{4}$ years.
 - b. This balance will be written off, but the student will not have access to transcripts, diplomas, or the ability to enroll at Colby Community College until the balance has been paid in full, regardless of whether it has already been written off or not.
2. A balance of less than \$100 cannot be sent to collections.
 - a. This balance will be written off when a payment has not been made on the account for approximately one (1) or year.
 - b. Students will not be allowed to take classes, previous transcripts, or diplomas until the balance has been paid in full, regardless of whether it has already been written off or not.
3. If the Student Accounts Receivable Office internally collects on an account that has already been turned over to collections. A write-off may be necessary for the collection agency fee that is associated with the bill
4. Miscellaneous A write-off may be necessary when students have paid a third-party vendor for a lab fee and/or book. VPAA may credit account due to course fees not being accurate.

[Added June 2016; revised November 2020]

USE OF COLLEGE EQUIPMENT

Under federal statute (R. R. 403.32 (a) (13), TRIO-SSS, Title III and EDGAR (74.140) any equipment, including software purchased with federal monies used to assist in the publication of materials and/or software, must not be used for direct financial benefit. Any equipment and/or software purchased under the above-mentioned guidelines must be used for its intended purpose under the Carl Perkins Act and is subject to the rules and ionc7A9(1)-4e sof.



APPENDIX

[Travel and Reimbursement Request](#)

