

CONTRACT EDUCATION

AP No. 4104

Board Reviewed: 8/15/07

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- I. Contract Education classes may be offered for credit or not-for-credit as requested by the outside agency.
- II. The purpose of Contract Education is to help the college build capacity to deliver training and services that enhance businesses, the workforce, and the local economy. The strategic goals for contract education include: increase revenue to Rio Hondo College, increase System support for Economic and Workforce Development, and increase the retention of Economic and Workforce Development professionals.
- III. No state apportionment shall be requested for classes compensated by another public or private agency, corporation, or other body or person.
- IV. An agreement between the DISTRICT and the identified COMPANY shall be developed and approved by the college Board of Trustees.
- V. The agreement shall identify the classes to be taught and the amount of money to be paid to the college. No general fund money shall be utilized for contract education classes.
- VI. The college accounting office shall invoice the agency at 30 day intervals for all contract education classes unless both the DISTRICT and COMPANY mutually agreed. Billing cycles shall be identified in the agreement.
- VII. Credit courses offered through contract education shall be approved by the college curriculum committee in the same manner as all other credit classes are approved. If the course does not offer credit, no approval by the curriculum committee shall be required.
- VIII. Reference:

Title 5, Section 55170