A. Gaston College supports the concept of offering self-supporting courses, in which all direct and indirect costs are totally supported by student fees. Membership or contact hours in self-supporting courses will be consistent with the mission and purpose of the North Carolina Community College System and Gaston College. Pricing for self-supporting classes will be based on direct and indirect costs that can be directly and exclusively assigned to a self-supporting class or program with an average 25 percent mark-up. (Income from specialized facility usage fees, such as RESTC and Myers Center, is exempt from this policy.)

B. The following items should be considered direct costs in providing self-supporting classes:

1. Instructor salary and related costs
2. Instructional supplies and materials
3. Rental of building and other directly assignable costs
4. Advertising, printing, and mailing costs of promotional materials
5. Equipment associated with instruction
6. Refreshments
7. Other costs necessary for and directly assignable to the class or program

C. Acceptable indirect costs include:

1. Utilities, custodial, and security
2. Coordinator/administrator salaries
3. Clerical salary and fringes

D. Budget managers have individual cost center budgets to manage self-supporting fund balances. Any surplus revenues in the self-supporting budget at the end of the fiscal year will be carried over into the next fiscal year and used for equipment, repairs, or program development at the discretion of the appropriate dean. Any expenditure over $500 would also need the approval of the Chief Academic Officer.