

Section: 400 – Finance Subject: 420 - Operating Budgets -Tuition/Fees
Policy: Automotive Charges/Policy Date Approved: March 16, 2010
NCC, MCC, LRCC
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421.27 AUTOMOTIVE CHARGES/POLICY FOR NASHUA, MANCHESTER, AND LAKES REGION COMMUNITY COLLEGES

The Automotive Department will charge all customers, including students, the cost for all parts, plus a 10% markup. All fees, including the 10% will be deposited into the Student Training Account and will cover the following, but is not limited to:

- Parts that need to be ordered immediately
- Stock items for shop that are student related
- Supplies and emergency purchases associated with the Automotive

Program

- Vendor payments for parts and supplies

The Automotive Department will charge all customers, except students a flat shop supply fee of \$10.00 for all repair orders over \$50.00 and a fee of \$5.00 for all repair orders under \$50.00. The flat shop supply fee will be deposited into the Student Training Account and will cover the following items, but is not limited to:

- Miscellaneous parts such as nuts, bolts and topping off fluids
- Supplies and tools associated with the Automotive Program

The profit generated will provide for the purchase of supplies and tools associated with the Automotive program.

All repair orders, once completed, must be paid to the business office in full within 24 hrs. Failure to do so will result in suspension of parts procurement for that student. If the repair order is not paid within 10 business days, it will go to collections. Any repair order requiring more than \$150.00 in parts will require a 50% deposit or be paid in full that day. Parts purchased are for work performed in the lab/class only and all orders must be approved by the automotive faculty members or other authorized personnel.