

Academic Affairs

AP 4400 COMMUNITY ~~EDUCATION SERVICES~~ PROGRAMS

**Reference:**

Education Code Sections 78300 et seq.;  
Title 5 Sections 55002 and 55160(b)

The mission statements for Chabot and Las Positas Colleges define the commitment of each college to creative and responsive programs and services for the communities they serve. Providing a variety of high quality, low-cost Community ~~Education Services~~ activities for the community will respond to the continuing education, cultural, and personal development needs of District residents.

Each college may provide a variety of Community ~~Education Services~~ activities including but not limited to workshops, cultural events, short-courses, classes and seminars depending on community needs, financial resources and the availability of appropriate facilities. Offerings are established and maintained in civic, literacy, health, family and consumer science, career technical and general education.

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them. Offerings are open for the admission of adults and those minors that may benefit all community members.

The colleges will coordinate and consult with one another regarding the development, publicity and other aspects of Community ~~Education Services~~ programming. There will also be coordination between Contract Education and Community ~~Education Services~~ staff.

**Accountability**

The Community ~~Education Services~~ program operated by each college shall have clearly described accountability statements indicating the reporting line, areas of task responsibility associated with each Community ~~Education Services~~ staff member and fiscal procedures to account for revenue and expenditures.

The District shall charge students taking community service also known as community education classes a fee not to exceed the cost of maintaining community education classes. Community education classes are intended to be self-supporting, and the District is prohibited from using state General Fund money to establish and maintain such classes. The District may spend district General Fund money to establish and maintain a community

education program, or may provide instruction for remuneration by contract or with contributions or donations from individuals or groups. The District may also use a combination of these options to fund the program.

~~General fund moneys are not expended to establish and maintain community education offerings.~~

### **Fees**

Students enrolled in community ~~education services~~ offerings may be charged a fee not to exceed the total cost of maintaining community ~~education services~~ classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

~~No refunds shall be made for registration cancellations made less than one week prior to the beginning of a community education class or activity~~

Refund procedures shall be established by the colleges and plainly displayed in all program publicity.

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**Approved:** February 18, 2014

~~(This is a new procedure recommended by the Policy and Procedure Service)~~