



# Century College Policy

## 4.16.0.1 Discounts on Continuing Education Classes for Century Employees

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As a means of supporting the staff development goals of Century employees and to promote goodwill within the organization, the Continuing Education and extension Division will offer employees a 30% discount on most non-credit continuing education classes. The pricing structure of some offerings, e.g. Something Special for Working Women, Divorce Mediation, necessitates a specially designated discount amount based on the expenses involved in offering the course. Children of Century staff are eligible for a 25% discount on Kaleidoscope classes.

In order to ensure an adequate profit margin, staff enrollment will be limited to 20% of the maximum enrollment for any single class. If the class does not fill with "full pay" registrations from the public, additional staff will be allowed to register, provided the receipts are sufficient to meet expenses.

These discount provisions apply only to Century employees who are employed in active status at the time the class is offered. Discounts do not apply to student workers.

#### **References:**

Minnesota State Colleges and Universities Board Policy None

**Date Adopted:** 6/1/95

**Date Implemented:** 6/1/95

**Date Revised:**