

1. Each curriculum student enrolled in an Autobody or Automotive Technology course will pay a shop fee for projects to cover expendable items such as wiping cloths, cleaners, etc. Paint and body filler and all other materials for repair must be paid for by the student. Fees will be determined by curriculum instructors and approved by the President.

Fees will be collected by the instructors in the program and turned in to the departmental secretary. The Department Chair will review the work order, sign and send it, with the money, to Business Operations. Business Operations will send a receipt back to the department to give to the student. A copy of this receipt is to be kept on file within the department. Students taking Autobody courses through Continuing Education will pay the fee set by the Director of Continuing Education. This fee is set based on state guidelines and the number of persons taking the class.

2. Only vehicles belonging to the student or his/her immediate family may be used as a project for painting and repair in these classes. If a student does not have a project vehicle that meets these guidelines, a project vehicle will be assigned, as available, by the instructor. This vehicle may belong to the College, a College employee, or someone in the community. No fee of any type is allowed to be charged or accepted by the student for his/her work on the vehicle.
3. No shop fee will be charged for College vehicles. Paint and supplies are charged to the budget of the department owning the vehicle, or as assigned by the Vice President of Academics.
4. The shop fees for all College employees will be the same as for students with no favoritism shown by department or position. All other persons within the community will pay a fee which will be determined by the curriculum instructors and approved by the President. All other charges, for paint and supplies, will be charged to the owner separately.
5. All vehicles being repaired and/or painted must meet the guidelines of “educational” and must be a learning experience for the student.

Adopted: August 26, 2022