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| SUBJECT: | Financial Affairs | | |
| POLICY: | 506.1 Service Fees | | |
| PROCEDURE: | | | |
| EFFECTIVE: | August 2009 | REVISED: | REVIEWED: July 2025 |

Introduction and Purpose

In order to provide real-world, hands-on experience to students, various programs may provide products and services to private individuals.

Policy

Services and products are provided at the cost of materials plus a shop fee, if applicable, to cover miscellaneous supplies.

Payments received for services and products will be deposited to the appropriate designated fee accounts to reimburse the designated account for the cost of materials purchased.