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**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

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**AP 4104      Contract Education**

**Reference:**

Title 5 Section 55170

~~Note: This procedure is legally advised.~~

The District may contract for instructional programs and classes to be offered at the request of ~~with~~ public or private agencies or groups. ~~to offer~~

Contract Education programs may only be offered pursuant to a written agreement between the District and the entity desiring the program, setting forth the program details and the price per student.

The Board of Trustees must ratify all such agreements.

The Chief Instructional Officer or the Vice Chancellor, Education Services will be responsible for determining if a course or program may be offered through contract education.

The District may only claim state apportionment for a course if the course is open to the general student population. If the course or program is not open to the general student population, then the District cannot claim FTES and the program must pay for itself.