

COMMUNITY COLLEGE OF DENVER

Title: Honor Societies

Guideline #: FS – 10

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July 13, 2015
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References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish clear guidelines pertaining to the submission of fees for membership into student honor societies supported by the Community College of Denver (College or CCD). This includes, but is not limited to, honor societies such as Psi Beta and Phi Theta Kappa.

2. APPLICABILITY

These guidelines apply to all College faculty and staff involved in the fiscal responsibility of membership in College supported honor societies including faculty advisors.

3. GUIDELINES

Each honor society advisor(s) will send out invitations to students notifying them of their acceptance into the specific honor society and the cost to become a member.

Invitations will include information on membership cost, how to pay and when payment is due. Membership fees are typically a one-time fee, of which the College will make a one-time payment on behalf of the student, for the cost of the honor society's national membership fee. All other fees, such as region charges, chapter dues, etc. will be the sole responsibility of the student.

The College reserves the right to increase or decrease its contribution at any time based on budgetary considerations.

Students are required to pay their portion of the membership fee via the method established by the respective honor society. For those required to pay at the College the student must pay at the College's cashier's office any time prior to induction. Students who do not pay for their membership by the induction date will not be inducted.

When paying, students must bring their invitation with them so that the cashier can validate their acceptance into the honor society. Students receiving financial aid may use these funds to cover their portion of the membership fee. All other students will be required to pay their portion of the membership fee using one of the following methods – cash, credit card or check.

For those students whose honor society requires payment for the membership fees be paid directly to the honor society, students must bring proof of payment to the College's cashier's office. Once this is received, the College will refund the honor society's national membership fee to the student's account. If a student has an outstanding balance owed to the College, the refund will be applied to the outstanding balance.

The College's head cashier will, no later than five (5) days after each induction date, provide each honor society advisor(s) with a list of all students who have paid their membership fee. The honor society advisor(s) will reconcile the list of students who paid with their information, upon reconciliation the advisor(s) will submit to Fiscal Services the paperwork needed to pay the dues to the appropriate national honor society.

These guidelines shall become effective with the Spring 2015 semester.