

ADMINISTRATIVE RULE NO: 5035-03
RELATED TO POLICY SERIES NO: 5035

TITLE: GIFT CERTIFICATE PROCEDURES

- A. Gift certificates for tuition can be purchased at the Business Office or at any Community Education Center Office. The purchaser is given a receipt in addition to the gift certificate. The revenue goes into the Scholarship Account until the certificate is used, at which time the revenue is transferred into the tuition account.
- B. The gift certificate is to be presented with registration at the Registration Office or Community Education Office, along with any additional payment necessary to cover the cost of tuition and fees.
- C. An LBCC credit memorandum will be issued by the Business Office if the amount of the gift certificate exceeds the tuition amount. The Admissions and Registration Office will note on the certificate and on the student's receipt that credit is due.
- D. There is no expiration date on the certificate.
- E. Cash refunds are authorized by the director of Enrollment Services/Registrar registrar and approved by the director of Accounting and Budget in the college's Business Office.

DATE OF ADOPTION: 08/13/95
DATE(S) OF REVISION(S):