

Standard Operating Procedures for Class Fees

Class Fees for Advanced Training classes at the South Carolina Criminal Justice Academy will be reviewed yearly by the Training Council. Fees are collected based on the number of meals the student will be allotted for the Training days enrolled. The Registration Unit will enroll candidates through ACADIS into the Advanced Classes. **GUEST INSTRUCTORS ARE NOT CHARGED FEES.**

1. Advanced Classes will open 180 days prior to class start date in ACADIS
 - Training Officers can register their officers in ACADIS
 - This is a first come, first serve basis unless multiple entries by one agency
2. The Registration Unit will enroll candidates on a daily basis from the "Registered (Pending)" file
 - Once the candidate is moved to "Enrolled", an email is automatically generated.

- The email states:

Congratulations! Please accept this as your confirmation/invoice that your candidate has been "Enrolled" into the class listed below. This will be your only confirmation/invoice.

Effective with All Advanced Training classes starting after July 1, 2013, please submit your Class fees by check, Purchase Order (PO) or Inter Departmental Transfer (IDT) no later than 30 days before the class start date to:

SCCJA-Registration
5400 Broad River Road
Columbia, SC 29212-3540

To ensure proper credit, please indicate candidates name and Advanced Class name with the check, PO or IDT.

If you are unsure as to the exact Class Fee, login to ACADIS and click on the Registration Tab, then under Training Event Column, click on the class name in blue. The Class fee is listed there.

Failure to submit payment will result in your candidate being cancelled from the class.

Class Fees are as follows:

1 Day Class - \$5.00
2 Day Class - \$20.00
3 Day Class - \$35.00
4 Day Class - \$50.00
One Week Class - \$70.00
Two Week Class - \$140.00

Student

Last Name, First Name, Middle Initial

Session

Class Name Class Start Date (first day of class – last day of class)

Status

Enrolled

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3. Checks, PO's or IDT's received through Finance Department will be copied and originals deposited. Copies will be forwarded to Registration Unit Manager.
 - Registration Manager will update ACADIS with payments
 - Under Registration Monitor Section, change candidate Tracking Status to "Paid"
 - Registration Unit Manager will forward Finance Department a roster for each class that payment was received for
 - Once payments are posted in ACADIS, the copy of the check and any documentation sent with it will be kept with class roster in a file in Registration Manager Office
4. 60 days prior to the class start date classes will close for registration in ACADIS
 - Registration Unit Manager will compare Finance Departments excel file to ACADIS to ensure all payments received thus far match and have been credited properly
5. 30 Days Prior to Class start date
 - Registration Manager will compare Finance Departments excel file to ACADIS to ensure all payments received thus far match and have been credited properly
 - The person assigned to the Advanced Training classes will cancel all enrollees from the class that have not submitted payment
 - Administrative Assistant will move "Waitlisted" candidates to "Enrolled" to fill the cancelled seat
 - The newly "Enrolled" candidate will have 15 days to pay the fees
6. One week before class start date the class roster will be finalized
 - The person assigned to the Advanced Training classes will cancel all enrollees from the class that have not submitted payment
 - Submit packet to Instructor
7. Registration Unit Manager will forward rosters to Finance Department, as needed, for refunds due to cancellation of student by department, extenuating circumstances only