



Harford Community College Cooperative Education Program

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ON-CAMPUS COOPERATIVE EDUCATION SITE SUPERVISOR/BUDGET MANAGER CHECKLIST

Students who are doing on-campus cooperative education opportunities will receive a stipend to cover the cost of the tuition and fees for the enrolled cooperative education course. This stipend, (*tuition and fees*), will be made payable to the student upon satisfactory completion of the course, once the grade is posted.

Student: _____ H- ID# _____ Course: _____ Semester: _____

Harford Community College's Cooperative Education Office and _____
Harford Community College Department

The following steps should be followed once a student has been identified for an on-campus cooperative education opportunity:

- The Cooperative Education Office will coordinate with the Department Site Supervisor to verify that they indeed have interest in supervising a Harford Community College cooperative education student.

- The Site Supervisor will agree to cover the cost of the stipend for the course. If the Site Supervisor does not serve as the department Budget Manager, the Site Supervisor will be responsible for discussing the cost of the stipend with the Budget Manager. If the Budget Manager agrees to cover the cost of the stipend for the designated student working within their department, **the Budget Manager will email approval to the Accounting Coordinator and the Cooperative Education Office. This email approval will alert the Cooperative Education Office to allow the student to register and pay for the designated cooperative education experience.**

- The Budget Manager will prepare a budget transfer for the cost of the tuition and fees for the on-campus cooperative education course, (using the following process).

The Budget Manager, who has these designated students working within their organizations, should prepare a budget transfer form for the cost of the tuition and fees for the cooperative education course. The Budget Manager will need to examine their organization's budget to determine the appropriate account that will be utilized to fund this expense. This budget transfer should be made into **Account 6023 (Description: Stipends)**. The Budget Transfer Form should be forwarded to Finance in accordance with normal procedure.

Upon successful completion of the cooperative education course, the Budget Manager will prepare a Direct Payment Voucher to the student for the reimbursement of tuition and fees. This amount should match the total transferred amount to **Account 6023**, and should be applied to this account. The appropriate backup (copy of the student contract plus a print screen of the student's account, showing tuition and fees paid for that semester) should be attached to the direct payment voucher submitted to A/P. This Direct Payment Voucher should be forwarded to the A/P department in accordance with normal guidelines. Students will be paid this reimbursement through Harford Community College's current A/P process.

