Non-Credit Program Defined

A non-credit program at Miami University may be courses, skills development experiences, or instructional programs which do not require extensive homework or examinations and do not offer academic credit. Non-credit courses offer personal or professional skills improvement, job training or career enhancement, or personal enrichment for students of all ages in a format that meets the requirements of the learning experience. Miami University credit workshop directors may choose to offer their workshop experiences to non-credit participants as a companion to the academic credit-bearing program.

Some non-credit programs may be eligible for offering Miami University Continuing Education Units (CUEs.) Typically given in training or job enrichment courses at the rate of one unit for each ten hours of contact time, the standards for CEUs are maintained by the International Association for Continuing Education and Training at http://www.iacet.org/. CEUs are not equivalent to academic credit.

A Miami University non-credit program proposal includes the details of the area or unit offering the program, details of the course or program and the curriculum if appropriate, and additional information as needed, as well as a financial plan in the form of a proposed budget detailing income and expenses connected to the program. (If the program will not generate income, a budget is not required.)

Program Management

All non-credit program offerings at Miami University must be coordinated and directed by a Miami University faculty or staff member.

The program coordinator of a non-credit program serves as the caretaker of the instructional design; makes a commitment to the development of quality course content; should establish and organize plans for development of programs; set class size limits; compose class descriptions; and, collaborate with instructional staff to develop professionally prepared learning materials and secure needed equipment and supplies.

When selecting instructors, the coordinator should follow these guidelines:

• When publicizing positions for residential youth camp staff, ensure that the advertising includes notification of required background checks.
• Identify, interview and hire under university policies defined by the university human resources and academic personnel offices, as well as affirmative action policies.
• Document credentials and verify references.
• Verify subject matter expertise through interviews, direct observation, or references.
• Review and discuss with instructors the learning experiences and needs of the learners. As well as, course material, learning objectives, and assessment techniques.

Key Partners

Sources of assistance in developing non-credit programs include department chairs and directors of academic support units, support staff, and faculty and staff colleagues with programming experience.

Program coordinators are encouraged to contact Lifelong Learning for assistance with completing the proposal forms, developing a budget, programming advice, or other advice as needed.

For assistance with on-campus conference coordination, meals, and facilities, including summer residential space, contact the Marcum Conference Center at 529-6911, https://www.hdg.muohio.edu/ConferencePlanning.
Other areas on campus to consider for arranging professional conferences and meetings include the Shriver Center [https://www.hdg.muohio.edu/HDGS/Shriver/](https://www.hdg.muohio.edu/HDGS/Shriver/) facilities and catering services.

To request classroom space on campus in academic buildings, contact the University Registrar at 529-8703 or use the online request form found at [www.units.muohio.edu/reg/roomscheduling](http://www.units.muohio.edu/reg/roomscheduling). When requesting, scheduling, or using space on campus managed by other academic or administrative units, please ensure that you receive the proper authorization for use of the space.

**Proposal Review Process and Approval**

The Miami University Policy and Information Manual (MUPIM) [www.muohio.edu/mupim](http://www.muohio.edu/mupim) section 11.2 outlines the following approval guidelines for non-credit offerings:

*Instructional, unclassified, and classified staff who wish to develop, direct, teach in, or otherwise contribute to a non-credit offering must obtain approval in advance from the appropriate department chair (or program coordinator) and divisional dean or from the appropriate supervisor(s). An employee’s contribution to a non-credit offering may be included in the normal teaching or workload; it may also be performed outside the normal teaching or workload for supplemental remuneration. (MUPIM 11.2)*

MUPIM 11.2 stipulates that non-credit programs should be approved by:

- head of the initiating department or program area
- division dean or vice-president, or designee
- for multidisciplinary, University-level, or other non-credit offerings that are not clearly related to a single academic unit may be approved by the director of Lifelong Learning
- regional campus Dean (if initiated on a regional campus)
- director of Lifelong Learning

Upon approval and set up of the non-credit index account Lifelong Learning will send to you notification of approval and an account memo with details about payment collection and expense processes.

**Deadlines**

The non-credit proposal and budget forms must be submitted and approved at least three weeks prior to program beginning date and prior to any public promotion of the program. Normally, it will take approximately ten working days for a new proposal to get through the approval process.

At the end of your program, you are required to close out your non-credit account. This should be done within a month after the program ends, or by the end of the fiscal year.

**Travel Programs**

All traveling programs must follow the information provided in the following two documents:

- Miami University Study Abroad and Travel Guidelines approved by University Senate [http://www.units.muohio.edu/lifelonglearning/forms/SAGuides12_09.pdf](http://www.units.muohio.edu/lifelonglearning/forms/SAGuides12_09.pdf)
- Miami University Faculty Leader Abroad Handbook developed by Lifelong Learning [http://www.units.muohio.edu/lifelonglearning/forms/web2011FacultyLeaderAbroadHandbook.pdf](http://www.units.muohio.edu/lifelonglearning/forms/web2011FacultyLeaderAbroadHandbook.pdf)

All programs traveling beyond the immediate area, under the auspices of Miami University, are also expected be set up in Miami University’s Risk Management system [www.studyabroad.muohio.edu](http://www.studyabroad.muohio.edu). Lifelong Learning will assist with this process.
Programs Offering Continuing Education Units (CEUs)

The Continuing Education unit was created to:
- Provide a standard unit of measure
- Quantify continuing adult education and training activities
- Accommodate for the diversity of providers, activities, and purposes in adult education

One CEU equals ten contact hours of attendance and participation in organized continuing education and/or training experiences under responsible, qualified direction and instruction. The CEU serves as a unit of measure of an individual's satisfactory completion of an approved non-credit course. Non-credit educational programs are offered by institutions of higher education to meet a variety of educational needs. These programs are generally short-term and structured in a variety of delivery modes.

Satisfactory completion for awarding of CEUs is based on attendance and a mastery of skills and knowledge defined by the course's learning objectives. Satisfactory completion of the course is defined by the program coordinator(s) and/or instructor(s). Although not required, assessment of student’s mastery of skills and knowledge is strongly encouraged. If a program coordinator decides after the program has been approved that CEUs are necessary, the program proposal may be revised and re-submitted; however, CEU approval will not be given on a retroactive basis once the program has started.

The following criteria should be met before CEUs are awarded:
- The program is an organized learning experience to meet the educational needs of the individuals or group.
- The program has qualified instruction and direction to ensure educational objectives are met.
- Knowledgeable people are involved in the planning, conducting and coordinating of the learning activities.
- A record of the units awarded will be of value to participants.
- The proposal will include a schedule of program showing topics and speakers.

Once the program is approved for CEUs Lifelong Learning will send the coordinator a CEU form for each registrant, and an attendance form. At the first class meeting, the coordinator/instructor will distribute the forms for each student to complete and return to the coordinator/instructor. The coordinator/instructor will complete the attendance form. All forms are submitted to Lifelong Learning to be processed. Registrants may contact the Lifelong Learning office for a transcript. Currently there is not a charge for a CEU transcript at Miami University.

Youth Programs

Non-residential programs are for youths aged 17 and under; and is coordinated by an academic unit. These programs are generally held through the day and students do not stay overnight.

Residential programs are designed for youths aged 17 and under; and is coordinated by an academic unit. **NOTE: All residential programs for youth aged 17 and under must adhere to the Miami University requirements for criminal background checks for personnel in the program.**

Please see appendages for samples of forms that may be required for youth programs.

Criminal Background Record Check Requirement

Background Checks are required for anyone who is participating in a non-credit youth program if they will be staying overnight with the student, be in a changing room, or be in any vulnerable situation. They are not required for general classroom instruction or when spending time with minors in public areas. Prospective employees need to be made aware of this requirement.
Anyone not residing in the state of Ohio consecutively for the past five years will need both local and FBI check completed. The cost of the background checks are to be charged to the non-credit index account.

Guidelines:

- **Contractors/short-term Employees**
  Those who are not going through the Miami hiring process must do so through the Miami Police Services Center [http://www.units.muohio.edu/psf/police/General_Information/Fingerprints.shtml](http://www.units.muohio.edu/psf/police/General_Information/Fingerprints.shtml). Please visit their website for costs and methods of payments accepted, and turn-around time.

  The individual must go to the MU Police Service Center during regular hours, must bring their driver’s license, state ID, or passport if non-US citizen. They need to supply MU Police with the person’s name and address of who is to receive the report. (MU Police do NOT receive this information.)

  If the charge is to be paid by a University account, the manager of that account needs to contact the MU Police Services Center with names of those who will need the service along with the account number that should be charged.

- **Current Miami Employees or New Hires**
  Current Miami employees who will be working with minors participating in a non-credit academic based youth program and who may be in a residence hall, a changing room, or be in any vulnerable situation with a minor during that time, must submit to a background check. In addition, any new hire, whether they be temporary or short-termed employee must be in contact with Academic Personnel to complete the new hire requirements which include a background check. Background checks for these individuals will be processed either through Academic Personnel or Human Resources depending on the employee’s position.

  If the employee has lived in Ohio for 5 consecutive years they are required to get the Ohio background check or if the employee has lived outside of Ohio during the past 5 years they are required to get both the Ohio and FBI background check. The cost of the records check will be charged to the non-credit index account.

- **Student Employees**
  Miami University requires criminal background checks on all student employees who are working for a residential youth camp. Student Employment will conduct a background check through the vendor, HireRight.

  The results of all background checks will be forwarded to Human Resources, not the hiring department. These records are confidential (not subject to open record requests). If the criminal background check reveals that an individual has been convicted of or plead guilty to a criminal offense, Human Resources will review the record to determine if the employee’s employment must be terminated. If Student Employment personnel are uncertain of results, the University General Counsel will review the record and make a final determination.

**Budget Items**

**Cash Handling Procedures**

All non-credit program coordinators must ensure that Miami University cash handling policies and procedures are followed. See [www.muohio.edu/bursar](http://www.muohio.edu/bursar) Departmental Cash Handling Policy. This is also included in the appendages.

**Purchases**

All purchases from non-credit program accounts must be made within Miami University purchasing and payments policy. For detailed guidelines visit the Office of Purchasing’s website at [http://www.units.muohio.edu/purchasing/](http://www.units.muohio.edu/purchasing/). The procurement of supplies, materials, equipment, and services necessary for the operation of the University is the responsibility of the Office of Purchasing. No individual has the authority to enter into a contract for the purchase of goods...
or services, or otherwise obligate Miami University to purchase indebtedness. Negotiations conducted or commitments made without authority do not obligate the University, but are the personal responsibility of the individual making the commitment.

Expenses charged against the program account must be directly related to the instruction of the workshop. All equipment and software purchases over $1,200 must go through the Purchasing office for usual bidding practice. Rationale for such should indicate how the proposed purchase would meet the following criteria:

- The equipment must be essential to instruction of the program. For example, purchase of a computer used essentially for administrative purposes would not be allowed, while a computer essential for instruction might be.
- The equipment is not otherwise available.
- The program’s available income must be able to support the purchase cost.
- The equipment must be useful to the academic department’s on-going curriculum. This criterion is concerned with gaining the greatest instructional value from equipment expenditures rather than purchasing expensive items that might only be useful for a small number of students within a very limited timeframe.

All expenses must be in direct support of the program, e.g., airline fares for visiting speakers and consultants or faculty travel to the program location. Rental Car Policy – Miami University has a contract with Enterprise for rentals in the U.S. and Puerto Rico only.

All equipment remains the property of Miami University and must be kept and maintained in the non-credit coordinator’s home department.

Record keeping

Original receipts are always required for reimbursement from a non-credit program account. These original receipts are submitted by a reimbursement request through Miami Buyway. Program coordinators are responsible for expense tracking all records. Receipts, or copies of receipts detailing expenses and purchased items, must be kept, and produced when requested by Lifelong Learning, General Accounting, Internal Audit, or others for 6+ current years. Sales tax is not reimbursable.

Initiating salary payments

The payment of salaries for program coordinators, Miami University full-time and part-time employees, student and staff employees (including approval of student and staff in the Kronos system), and all consultants must be initiated and approved by the program coordinator. Payroll documents must be submitted immediately after the program ends or when the individual’s work has been completed. The payment of salaries or fees for Miami full-time and part-time employees must be requested on the approved payroll document forms. Payroll documents must be approved by the department chair or program director, divisional or regional campus dean, and Lifelong Learning. Consulting fees or other compensation for non-University employees must be completed in the Miami Buyway system. All payroll documents must be verified against the non-credit program budget. If a program is funded by grants, use the Grants and Contract Appointment form or Consultant form instead. Any payroll document received by Academic Personnel by the 11th day of the month will be paid on the last working day of that month via direct deposit.
It is crucial to plan ahead when considering plans to hire and pay non-US citizens, either for on-campus or off-campus employment; contact Academic Personnel or Human Resources to verify appropriate work authorizations and then Payroll Services for assistance, or see the online manual at [www.muohio.edu/payroll](http://www.muohio.edu/payroll)

Closing documentation

It is the program coordinator’s responsibility to close the workshop index account within 60 days after the program ends. Complete the final budget form with actual income and expense numbers and submit it to Lifelong Learning. A summary of student evaluations of the program should be sent to Lifelong Learning.
Registration

Miami University has purchased an add-on to Banner called Flexible Registration. With this tool non-credit registration can now be processed in Banner. Registration and payment, by credit card, for the program can be done online by the student. Or registration can be handled through Lifelong Learning for check payments when registration is set up and a non-credit registration form is used. Coordinators will work with Lifelong Learning to have registration set up, if this is desired.

Program Proposal Step-by-Step

Program Title
The title of the program should be brief under 30 characters, and include a year if the program will be offered annually.

Program Coordinator(s) Information
The program coordinator(s) will be the Miami University faculty or staff member who has program and fiscal responsibility. Enter all campus contact information.

Program Dates
Provide the dates the program will begin and end, as well as the actual meeting times and total number of class hours. Include the days of the week and times.

Location
Provide the city, state and zip code for the actual location(s) where the program will meet. If on campus provide room and building number.

Sponsoring University Unit
All non-credit programs must have a Miami University sponsoring department and/or division within Miami University. Please provide the designations for these units, as well as approvers in those areas. (Example: Academic Affairs-Division and LLL-Department)

External Sponsor
If an external entity has provided funding or resources for programs, please name that sponsor here. This is important for contract programs.

Continuing Education Unit
If you want to offer CEU’s for your participants, please fill this information out following the guidelines for CEU’s found above.

Class Format
Refer to the following descriptions for non-credit programs. Programs may be more than one format.

- **Workshop**: program that meets over a concentrated period of time and includes interactive activities that build skills.
- **Seminar**: program meeting over a period of time with a focus on group discussion and instruction.
- **Conference**: multiple meetings arranged for the exchange of information with an assigned agenda.
- **Travel**: program that travel either abroad or away.
- **Training Program**: program designed to train adults in a specific hard or soft skill.
- **Youth Program**: non-residential program for youth aged 17 and under; normally has an academic focus, and is coordinated by an academic unit.
- **Youth Camp**: residential program designed for youth aged 17 and under; may be academic-oriented, sports-oriented, or focused on a specific topic (such as respect for law, or confidence building). **NOTE: All residential programs for youth aged 17 and under must adhere to the Miami University requirements for criminal background checks for personnel in the program. See page 3 of these guidelines for more information.**
- **Online**: program utilizing video or electronic conferencing technology, web-based learning.
- **Other**: Any format not included above.

Study Away/Study Abroad
Due to Federal regulations and to comply with the Clery Act Miami needs to collect and report where and when their students, credit and non-credit, travel to.

- **Travel location**—please list all cities, countries, and regions you will visit.
- **Travel dates**—list the date you leave Oxford and the date you plan to return. These dates may be different than your program dates.
• Participant living accommodations—list the facility name, address, and type of facility where the participants will be staying, as well as specific dates. If you will be visiting several locations, please attach additional information to your proposal.

• Coordinator living accommodations—list the facility name, address, and type of facility where you, as the coordinator will be staying, as well as specific dates. If you will be visiting several locations, please attach additional information to your proposal. If the same as the students, state “same as above.”

• Classroom accommodations—please list the facility, name, address, and choose from the drop down list who arranges the use of the facility, as well as the specific dates of use.

Class type
Refer to the following descriptions.
• Open Enrollment. Program is open to any and all registrants without regard to age or ability.
• Restricted Enrollment. Program is offered to a specific audience only.
• Contract. Program is offered to a company or group based on a contract for training.

Enrollment
Provide the minimum and maximum enrollments for the program.

Curriculum
Proposals for programs requesting Miami University CEUs should pay particular attention to this section, and include an hourly schedule of the program showing topics and speakers.

Program Description
Provide a brief, general description of the program. The description should be limited to 50 words and include objectives, program content, intended audience, activities and special attractions as appropriate.

Program Learning Objectives and Goals
Detail the learning and/or performance objectives and goals for the non-credit program, identifying the learning needs, the plan for addressing the learning requirements, how the experience will be facilitated, and any other information that will give reviewers an understanding of the curriculum.

Student Assessment and Program Evaluation
Student assessment and program evaluation are strongly recommended for non-credit programs. Assessment tied to course objectives, documents achievement and validates that knowledge has been attained, or skills have been achieved. This is particularly important for programs requesting CEUs. Describe any student assessment used for the program.

Program evaluations serve to determine course/program effectiveness, monitor quality, improve teaching strategies, increase satisfaction with programs, as well as to make other decisions related to outcomes or improvements. Describe how program evaluations will be accomplished, used, and shared for the program.

Ohio Board of Regents Report Data Elements Higher Education Information (HEI)
Higher Education Information https://www.ohiohighered.org/hei system is a comprehensive relational database that includes student enrollment, course, financial aid, personnel, facilities, and finance data submitted by Ohio's colleges and universities. This data is used for a variety of purposes that include reporting on higher education outcomes, funding formula and financial aid program support, policy analysis, and strategic planning.

Job-Related Training and Instruction
Indicate which category the program most closely falls under:
• Pre-employment Training and Development: Activities whose primary purpose is to provide skills necessary for entry position, career changes, or to improve job skills. The category represents non-credit instructional activities that will provide the student with basic knowledge, skills, and training required for employment.
• Career Advancement and Professional Certification: Activities concerned with updating, improving, and expanding employee knowledge to help Ohio companies maintain their competitive edge. It includes programs for employee licensure and certification.
• Employer Assistance Services: Services provided to employers with the primary purpose of improving their competitive ability through knowledge and skill-building activities. This objective is accomplished through such activities as seminars, training plan development, needs assessments, customized training programs, and advising services.
• Other Non-credit: Includes, recreation, health and fitness. Offerings whose primary purpose is to enable the individual to enjoy leisure and recreational activities. At Miami University, these would include such offerings as sports camps, youth-centered academic offerings, and other, non-employment-specific non-credit programs.
Training Category
Choose one of the following categories.

- **Leadership/Management.** Includes supervision, team development, and organizational leadership offerings.
- **Computer/IT Technologies.** Includes programs that focus on hardware, software, internet or other electronic technology.
- **Quality.** Programs in quality control.
- **Safety/Workplace Health.** For example: OSHA, Homeland Security, or CPR training.
- **Basic Skills.** Programs offering basic skills such as math, typing, grammar, etc.
- **Soft Skills.** Programs in areas such as conflict management, stress management, or communication skills.
- **Technical Training.** For example: Industrial Training, Maintenance
- **Personal Development.** Continuing education or lifelong learning not related to employment.
- **Language/Global Workplace.** Programs such as ESL, diversity training, or multicultural awareness.
- **Business Skills.** Programs in areas directly related to working in a business, such as marketing, project management, customer service, and accounting.
- **Health Care/Health Technologies.** Programs related to the health-care professions and industry.
- **Assessments.** Programs that offer test preparation or other assessment-related curriculum.

Program Budget

If the non-credit program will not charge registration fees, and will not have expenses, the budget portion does not need to be completed. (If the non-credit program is funded through a grant or contract, the budget approved by Grants & Contracts can be attached to the proposal instead of the usual non-credit budget form.) If the program will have income or expenses, the budget portion must be completed to have a Miami University non-credit index account set up in Banner, to be managed by the program coordinator.

The budget proposal, once approved by Lifelong Learning, will be sent to General Accounting to have an account set up in Banner. The program coordinator will receive a memo from Lifelong Learning detailing the account designation information, including deposit code.

The initial budget proposal is an estimate. Program coordinators will track income and expenses, and submit a final revised budget based on actual income and actual expenses once the program is complete. The coordinator is responsible for ensuring that program expenses do not exceed program income. If the program concludes in a deficit, the department or unit will be responsible for covering the additional expenses.

Contingency Account Number
Department contingency account number is REQUIRED in case a deficit is incurred. A different non-credit index number is not acceptable.

Estimated Income
Provide estimates of program income from all sources. List registration fees or funding from other sources (i.e. funding provided by other departments.)

Participant Support Costs and Hospitality (Exempt from overhead recovery)
External—Off Campus (182021) Costs of food and/or lodging provided to participants. Examples: Local hotels, off-site conference centers and hotels, dining venues off-campus.

Internal—On Campus (182022) Costs of food and/or lodging provided to participants. Examples: Marcum Conference Center and Inn, Shriver Center catering or dining, and residence/dining halls.

Participant Travel—(182031) Examples: Airline tickets, bus or van rental, train, etc.
Other Participant Support Costs— (182099) Examples: Tour tickets, museum fees, etc.

When charging expenses to your non-credit index, you need to be sure to use the six digit numbers located above and on the budget form. If you do not use these numbers indirect costs will be assessed.

**Personnel and Salary Itemization**

The non-credit program budget portion provides the names, number of consulting days, rates and total compensation for all individuals to be paid from the non-credit program account. Original program budgets may be submitted indicating the number of people to be utilized and projected rates of pay for consultants; however, *any person whose name and amount to be paid does not appear in an approved budget or revision cannot be paid.* Salaries (including stipends and honorariums) and wages in approved budgets are treated as maximum allowable expenditures. Budget revisions are required if rates or amounts to be paid will exceed the original budget.

**Miami University Employees—full-time, part-time, or students**

- Enter employee name.
- Program role— choose from the drop-down list.
- Position at Miami—choose from the drop-down list.
- Enter amount of days or hours employee will work.
- Enter the day or hourly rate to be paid.
- Salary and benefits will auto-calculate depending on employee status.

**Employee Guidelines**

**Faculty/Unclassified Staff**—Must contact Academic Personnel for guidelines on payments, and may be required to use vacation time.

**Classified Staff**—Miami clerical staff and other classified employees must be hired within the university human resources policies, and may be required to use vacation time. Consult the Department of Human Resources at 529-3131 for further clarification.

**Students**—All student employment must be approved by the Department of Human Resources and paid at the approved University rates, through the Kronos time-keeping system. Call Student Employment (529-8722) if you have questions about the procedures. Graduate students with an assistantship and Teaching Associates need to obtain permission from the Dean of the Graduate School to work in addition to their teaching/assistantship. If approved, GA’s and TA’s are not permitted to work more than 10 hours per week outside of their teaching/assistantship. International students are not permitted to work outside of their teaching/assistantship due to the hour restrictions associated with their visa.

**Non-Employees/Consultants**—To conform to federal regulations and state law, the University has adopted guidelines to differentiate between University employees and non-employees (independent contractors and consultants). Some people who were previously used as consultants may now be classified as part-time employees. If you have questions about whether your consultants are subject to STRS, contact the Department of Human Resources at 529-3131. Individuals classified as new employees must file proper forms with Academic Personnel for payroll purposes and to meet federal regulations prior to payment of salaries. Information and packets can be obtained from Academic Personnel.

Indicate the names, job role, number of days, and rate to be paid to consultants from outside the university. Program coordinators are responsible for informing consultants of the enrollment contingent nature of non-credit programs. Please note that only the Vice President for Finance and Business Affairs has the authority to make binding contractual commitments between Miami University and outside consultants and the University does not pay cancellation charges.

**Estimated Expenses**

List anticipated expenses for the program. Expenses such as travel for coordinators or non-employee travel; supplies and materials; services; telephone charges, or other expenses not specifically listed. Please fill in description of other expenses.
**Total Direct Expenses**
Total of all anticipated expenses, including salary, benefits, and consultants.

**Indirect Costs**
A 20% overhead cost is assessed on all expenses not directly related to participant support. Of the overhead charged, 35% is returned to a contingency fund in the non-credit program’s sponsoring division upon closure of the budget.

**Balance**
Total Income less Total Expenses equals your balance.
Appendices 1
Parent/Guardian Authorization (2 Pages)

I, the undersigned parent having legal custody and guardianship of ____________________________, my Child, give permission for my Child to participate in the (enter program name) program supervised by Miami University’s (ENTER YOUR OFFICE NAME) staff and attest that my Child is physically and mentally prepared to participate in all activities described in the brochure. I understand that there are risks associated with these activities. On behalf of my child, I voluntarily assume all risks and dangers inherent and incidental to these activities. I release Miami University, its trustees, officers, employees and agents from any and all responsibility or liability for injuries sustained by my Child because of his/her participation in these activities, except to the extent such damage is caused by the Miami University’s gross negligence or willful misconduct.

Parent/Guardian signature ____________________________ Date ________________
Parent/Guardian printed name ____________________________
Child’s Name ____________________________
Child’s Date of Birth ____________________________
Age/Gender ____________________________
Child’s Address ____________________________
Home Phone ____________________________
Cell or Work Phone ____________________________
(# where parent can be reached during class time)

Emergency Information
Authorized person, other than Parent/Guardian, to be called in case of emergency

Name(s) ____________________________ Phone ____________________________ Relationship ____________________________

Medical Information
If your child is on any medication, please list: (Please note that Miami University will not administer any medications to your Child)

List allergies, diseases, or restrictions on physical activity:

Any specific instructions related to caring for your child?

______________________________________________________________

Child Release Authorization
Persons authorized to pick up child from Miami University:

Name ____________________________
Phone number ____________________________
Relationship ____________________________
Parental Publicity Permission

I, ____________________________ parent/guardian of, ________________________________
give Miami University’s (YOUR OFFICE NAME) office Oxford campus, permission to use any and all photographs and/or film taken of my child(ren) during the (YOUR PROGRAM NAME) program, to be placed in local newspapers, at festivals, and other Miami University sponsored events for visual viewing, and in future (YOUR OFFICE NAME) publications promoting (YOUR PROGRAM NAME) and beyond, as well as on their website.

I understand that Miami University’s (YOUR OFFICE NAME) office will use professionalism and good taste when taking and displaying the photographs.

__________________________  ____________________________
Date                        Signature of Parent/Guardian

Parking Request

Parking at Miami University:
A visitor’s parking pass allows you to park in all red and green lots. Some parking lots have parking meters. You must feed the meters. Note: We cannot issue parking passes to Miami faculty, staff, emeriti, or students.

Name ______________________________
License plate number ______________________________
State issued ______________________________
Phone number ______________________________
Address ______________________________
______________________________

For Office use only:

Parking permit requested ______________________________
Parking permit mailed ______________________________
Appendices 2

Incident and Accident Report (2 Pages)
Please provide all of the information requested (or write N/A if not applicable).
Return the completed form to Lifelong Learning.

- Check all that apply: [ ] Accident [ ] Injury [ ] Sickness

Participant: ____________________________  ____________________________
First  Last

[ ] Male  [ ] Female

Home Address: ____________________________  ____________________________  ____________________________  ____________________________
Street  City  State  Zip

Date of Incident _________________________ Time ______________ Location  ______________________________________

Describe accident/injury/sickness (including date, time, location, etc.) and circumstances involved:

________________________________________________________________________

________________________________________________________________________

Summary of treatment/care offered or given.

________________________________________________________________________

________________________________________________________________________

[ ] Participant advised to see nurse/doctor
[ ] Participant taken by ambulance to hospital/clinic
[ ] Participant treated and released
[ ] Participant admitted to hospital/clinic

[ ] Participant refused to see nurse/doctor because:

________________________________________________________________________

[ ] Participant refused to accept recommended treatment because:
Incident and Accident Report
Participant’s current location (hospital, if applicable, or other site name) city/town, state, phone & fax:

__________________________________________________________

Attending Physician: 
Name __________________________ Phone _______________________

__________________________________________________________

Address

Please provide any additional information that would be helpful in understanding the situation (if necessary):

__________________________________________________________

__________________________________________________________

__________________________________________________________

SUBMITTED BY:

Name __________________________ Telephone and Email __________________________ Date

Received by:

Name __________________________ Date

Copy sent to:

Name __________________________ Date
Appendices 3

RISK ASSUMPTION AND WAIVER FORM FOR HIGH-RISK TRAVEL

I, the undersigned, understand that Miami University (the “University”) is sponsoring a trip to PROGRAM LOCATION between PROGRAM DATES for the purpose of performing a program entitled: PROGRAM NAME (the “Program”).

In consideration for being allowed to participate in this trip, I knowingly:

- acknowledge that my participation in the Program is entirely voluntary;

- acknowledge that all foreign travel involves risks, including, without limitation: (a) differing political, legal, social and economic conditions, (b) differing standards of design, safety and maintenance of buildings and public places, (c) differing medical and healthcare capabilities and facilities, and (d) differing weather and other natural conditions;

- acknowledge that travel to PROGRAM LOCATION involves significant additional risks because of terrorism and violent crime;

- acknowledge that United States Department of State has issued a Travel Warning for citizens traveling to PROGRAM LOCATION which is attached to this Risk and Waiver Form, and I acknowledge that I have read and understand the Travel Warning;

- acknowledge that there are risks of robbery, particularly in tourist areas, as well as reports of date-rape drugs being utilized, including a formula which is blown into the victim’s face resulting in incapacitation;

- acknowledge that the United States Center for Disease Control (the “CDC”) also warns travelers to PROGRAM LOCATION about increased potential exposure to various diseases and that I am encouraged to visit and review the materials presented at the CDC’s website: http://wwwn.cdc.gov/travel/??(ENTER COUNTRY LOCATION URL)

- acknowledge that the University cannot and does not represent that I will not be harmed during the Program;

- acknowledge that any University personnel or agents attending this function are not medically trained to care for any physical or medical problems of Program participants;

- agree to follow all the safety procedures and instructions of the Program coordinators; and

- agree to abstain from alcohol abuse and illegal narcotics while participating in the Program.

On behalf of myself and my heirs and assigns, I knowingly and voluntarily assume all risks associated with this activity and release the University, its trustees, officers, employees and agents from any and all responsibility or liability for personal injury, death or property damage sustained by me during or because of my participation in the Program. I UNDERSTAND AND AGREE THAT BY SIGNING THIS FORM, I WAIVE AND FOREVER RELINQUISH ANY AND ALL CLAIMS THAT I MAY HAVE IN THE FUTURE, WHETHER KNOWN OR UNKNOWN, AND WHETHER ANTICIPATED OR UNANTICIPATED, ARISING OUT OF MY PARTICIPATION IN THE PROGRAM.

I understand and agree that if I am signing this form on behalf of my minor child, that I will be giving up the same rights for the minor as I would be giving up if I signed this document on my own behalf.

Signature:_________________________________________________________________________ Date:________

Name (Printed):_________________________________________________________________

Parental Co-Signature (if under 18):______________________________________________
Miami University
DEPARTMENTAL CASH HANDLING POLICY

It is extremely important that all departments that handle cash set up and adhere to strong internal controls. By doing so, the potential for mishandling of funds can be minimized. Also, by following proper procedures, overages and shortages can be identified and an audit trail will exist so that transaction can be properly reviewed.

For the purposes of this policy, “cash” includes coins, currency, checks, money orders, credit card, internal charge and payroll deduction transactions.

Prior to receiving any cash, a department must have written approval from Treasury Services. Treasury Services retains the right to determine what forms of cash a given Department can accept. All Departments who collect funds should be registered with Treasury Services. Along with the right to accept cash, a department assumes the responsibility of instituting and following proper cash handling procedures outlined below. All Departments who collect funds may be subject to periodic, unannounced audits by the Internal Auditors.

Separation of Cash Handling Duties
Cash Handling Duties are divided into three categories – the receiving of cash, the depositing of cash, and the reconciliation. The ideal is for all three categories to be the responsibility of different individuals. In a small department where this is not possible the goal should be the separation of the cash receiving responsibility from the depositing and reconciliation.

I. Receiving Cash

• Formal Cashiering Environment (cash register used)

  1. Each cashier should start their day’s business with a new beginning cash and their own cash drawer (cash drawers should never be shared).

  2. All checks and money orders should be made out to Miami University.

  3. All checks should be restrictively endorsed with “For Deposit Only Miami University” by the receipt printer of the register. The endorsement should include the identifier for the department.

  4. If the customer is there in person, a receipt for the transaction should be given to them.

  5. Each cashier should balance their business at the end of their shift.

  6. An independent designated individual needs to verify that the cash received matches the cash register’s report of business by cashier. This function is usually performed during the preparation of the deposit.

• Non-Formal Cashiering Environment (no cash register)

  1. Specific person(s) should be delegated the authority to receive cash.

  2. All cash received should be immediately recorded. If received in person, a written receipt should be given to the person.

  3. All checks need to be restrictively endorsed with “For Deposit Only Miami University” immediately upon receipt. The endorsement should also include identifier for the department.

Safeguarding Handling and Storing of Cash

  1. Collections should be held in a secure manner until deposited (i.e. in a locked location).

  2. Access to secure location(s) via keys or combinations should be limited to authorized individuals only.

  3. Collections should be deposited intact (no expenditure should ever be made from a collection).
Reviewing/Approving Voided Cash Receipts

1. All voids and refunds should be reviewed and approved by the Cashier Supervisor.

2. Documentation for all voids and refunds should become part of Daily Balancing reports.

II. Depositing Cash Promptly

1. The preparation of the deposits should not be done by the person collecting and recording receipts. The person preparing the deposit should verify the cashier’s balancing form.

2. To maximize cash flow and safeguard assets, deposits need to be made in a timely manner. Section 9.38 of the Ohio Revised Code requires that all deposits exceeding $1000 be made by the next business day following the day of receipt. If the total does not exceed $1000, the lag may be up to three business days to make the deposit, if the funds are safeguarded.

3. Unless prior arrangements have been made for directly depositing to the bank, all deposits are done at the Cashier’s windows (101 CAB) of the Office of the Bursar. Deposits that include currency or coin must be delivered in person to the Office of the Bursar. Deposits that do not include currency or coin can be sent through campus mail or delivered in person to the Office of the Bursar. The Miami University Police Department provides an optional escort for the transporting of cash using the following guidelines:

   • The transfer of cash (currency and coins) is in excess of $1,000.00.

   • The Police Officer will escort the courier from her/his office to the point of destination.

   • The Police Officer will not carry any funds.

   • The Police Officer will ensure that the courier remains on the Officer’s non-armed side.

   • The Police Officer will escort the courier back to her/his office.

4. All Deposits should include the following:
   a. completed Deposit Transmittal Form,
   b. two adding machine tapes of checks, checks (properly endorsed) in order of adding machine tapes, cash grouped by denomination, Visa/Master Card tapes attached to sheets of paper, and if possible coins rolled,
   c. for workshop deposits, a listing that includes the name, ID number of each student along with the amount collected from the student.
   e. For each deposit processed at the Office of the Bursar a receipt is generated and given or sent to the person who prepared the deposit. These receipts need to be kept with the paperwork for that deposit. All paperwork needs to be kept in an orderly manner for four years so that it can be reviewed at any time by administrative staff or auditors.

III. Reconciling Daily and Monthly Activity

1. One individual should verify and initial all deposits prior to making a deposit.

2. Daily reconciliation is accomplished by comparison of the following:
   a. the cash receipt records (cash register balancing records, pre-numbered receipts, or activity reports).
   b. the completed Deposit Transmittal Form,
   c. the deposit receipt(s) from the Office of the Bursar.

3. Monthly balancing is accomplished by comparing monthly reports from General Accounting to deposits.
4. All differences should be documented and resolved promptly.

**Monitoring the Cash Receipts Process**

1. Management should do a periodic review of the internal controls in place to determine that the controls are:
   a. sufficient to safeguard cash collected,
   b. understood by staff,
   c. carefully followed by all staff.
2. A member of management should be designated to take responsibility for reviewing and approving the reconciliations in a timely manner.
3. The designated member of management should also review the nature, extent, and resolution of overages and shortages.
4. Management should periodically do an unannounced verification of prepared deposits, comparing the deposits with cash receipt records.
5. Management should ensure that sales tax is collected and accounted for as required by the Controller’s Office.
CREDIT CARD SECURITY POLICIES AND PROCEDURES

Many departments on campus process credit card transactions, either infrequently or in the course of daily business. It is important that we protect the privacy of our customers, as well as maintain compliance with the Graham Leach Bliley (GLB) Act* and the Payment Card Industry Standards (PCI)**. If your department transacts business using credit cards or wishes to, please contact the Office of Treasury Services (9-7020) to coordinate account set-up and banking arrangements. In addition, please follow the guidelines described below for the processing of credit card transactions. Adhering to the following procedures will help insure the integrity and security of all credit card transactions.

Credit card transactions must be in person, by telephone, by mail, or via a secure PCI compliant university approved internet application (Cashnet is an available, PCI compliant provider of this service – contact the Office of the Bursar for more information). Do not accept credit card information via email, or send such information to another department via email.

Printed customer receipts that are distributed outside the department must show only the last four digits of the credit card number.

If you store paper records containing credit card numbers, all but the last four digits should be redacted within 60 days, or as soon as refunds or disputes are no longer likely, but no more than 180 days. Do not store credit card information in a customer database or electronic spreadsheet. Paper records must be stored in a locked room or cabinet, to which only authorized employees are permitted access.

Retain the original receipts (displaying only the last 4 digits of the account number) and signed documentation for four years, in accordance with the University’s records and retention guidelines.

Since the University could face penalties for failing to comply with the PCI** credit card industry standards to protect cardholder data, you must begin following the procedures above immediately. Failure to do so may result in your department being asked to discontinue the practice of accepting credit cards. Any exceptions to this policy require the approval of the Director of Investments and Treasury Services and the Information Security Officer. Exceptions will be reviewed on an annual basis.

If you feel that credit card records may have been compromised in any way, whether through malicious intent or due to a weakness in the handling and processing of credit card transactions, please notify the Office of the Bursar (9-8700), Treasury Services Office (9-7020), or the University Information Security Office (9-9252) immediately.

*Graham-Leach-Bliley Act may be viewed online at: [http://www.ftc.gov/privacy/privacyinitiatives/glbact.html](http://www.ftc.gov/privacy/privacyinitiatives/glbact.html)