



Effective Date:

Next Review Date: AY 2027–2028

[Minnesota State Board Policy 5.11 – Tuition and Fees](#)
[MN Statute 169.346](#)

This procedure governs the methods NHCC will use to assess and collect the Parking and Security Fee.

Renters refer to any internal or external group or individual who has rented space on the campus for non-NHCC related activities.

1. All employees, students, and renters will pay a Parking and Security Fee. The Parking and Security Fee is approved by the College President up to the maximum amount set by the Minnesota State Colleges and Universities Board of Trustees.
2. NHCC will charge the Parking and Security Fee to credit-based employees and students on the basis of academic terms: Fall, Spring, and Summer. The Summer term will include the time from the end of the Spring term to the beginning of the Fall term. The Parking and Security Fee will be charged to non-credit employees and students, and renters on the basis of hours on campus.
3. NHCC will apply the Parking and Security Fee equitably to all credit-based employees and students. These fees are pro-rated for employees and students who are less than 1.0 FTE. The college president or designee will notify employees and students of changes in the fee as they occur.
4. Student Parking and Security Fee:
 - a. Students will pay a per-semester-credit parking fee, up to a maximum fee per semester.

- b. The parking fee will be collected at time of payment of tuition.
 - c. Parking and Security Fees will not be assessed for:
 - i. Completely Online - Asynchronous" Courses
 - 1. 100% of instruction is online with no in-person or synchronous meetings and no proctored exams.
 - ii. Completely Online - Synchronous" Courses
 - 1. 100% of instruction is online with no in-person meetings and no in-person proctored exams. Course has required synchronous online meetings or activities off-campus classes and online classes.
 - d. Per Minnesota State Board Policy, there are no fee waivers for the Parking and Security Fee.
5. Employee Parking and Security Fees:
- a. All employees currently assigned office space on campus will pay the Parking and Security Fees.
 - b. Employees will pay a per-semester Parking and Security Fee, based on their FTE, up to a maximum fee per semester.
 - c. Less-than -full-time and/or less-than-year-round employees will pay a pro-rated portion of the Parking and Security Fee, based on the percentage of time they are working.
 - d. Employees on

9. Owners of towed vehicles are solely and personally liable and responsible for tow and impoundment fees, as well as for any damage claims stemming from the tow, and must personally resolve tow fees and claims with the towing company. The College is not responsible for the costs of towing and impoundment, or for any damages stemming therefrom. The College will not intercede with the towing company on behalf of the owner of a towed vehicle.
10. The College is not responsible for personal vehicles or property within the vehicles while in the parking lot.

Diversity, Equity, and Inclusion Committee Review:	4/17/2023 – 5/12/2023
Campus Community Review Period:	3/2/2023 – 3/24/2023
AFSCME Review:	4/17/2023 – 5/12/2023
MAPE Review:	4/17/2023 – 5/12/2023
MMA Review:	4/17/2023 – 5/12/2023
Shared Governance Council Review:	4/21/2023