

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

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|------------------|---------------------------------------------------------------|----------------------------|
| Procedure Title: | Determination of Admissions Charges for Events at the College | <u>Number</u><br>111       |
| Related Policy:  | Charges for College Supported Events – 6Hx20-5.017            | <u>Page</u><br>Page 1 of 1 |

**I. Purpose**

To establish a procedure to determine admission charges for events at the College.

**II. Procedure**

- A. The ticket price for an event at the College will be recommended by the department or group initiating the event.
- B. This information along with any guidelines for deviation from this charge will be approved through the appropriate Vice President or President.
- C. The Vice President, Business Affairs, will review with the President the planned charge in comparison to the expected costs to ensure that the proposed charge is adequate. To
- D. The use of complimentary tickets may be authorized by the President. Records of who received complimentary tickets must be kept if they are provided.
- E. Tickets purchased in advance will be billed at the time of purchase. There will not be any refunds or exchanges, unless there is a cancellation by the College.

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| Responsible Official                                                                                          | Vice President, Business Affairs |
| President's Signature:<br> | Date: 10/02/2025                 |