

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Policy Title:	TRAINING AND BUSINESS DEVELOPMENT PRODUCTION OF GOODS AND SERVICES	Procedure Number: 6-3-103.1
Institutional Authority:	Vice President of Education and Training	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-3-103	

Approved:

  
President

  
Vice President of Education and Training

Date

Adopted: 10/20/2008

Date

Revised: 02/22/2010

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Training and Business Development Division's production of goods and services would only be approved when it is part of the educational process. The following guidelines must be adhered to:

1. Production of goods or services does not take priority over the educational training program.
2. Production of goods or services must be scheduled within the framework of the educational program. I.e. Massage Therapy sessions that provide both the student needed clinical hours with skills practice and the public receives a service. The established fee covers the cost of providing the service (goods & materials).
3. All other College policies and procedures are followed particularly in relation to the acceptance of payment for services or goods.