

## **Early Middle College Budgeting Guide**

### **Budget Planning**

The Early Middle College (EMC) Budgeting Guide will assist the EMC Planning Team in understanding the costs associated with creating a new EMC and strategizing how to fund the EMC. The Budgeting Guide will also assist districts with filling out the Budgeting Worksheet which is a required part of the Early Middle College Application.

### **EMC Funding**

EMCs receive an additional year of Full-Time Equivalent (FTE) for each EMC student in the 13<sup>th</sup> year. The FTE provides additional monetary support for EMC expenses such as college tuition and fees, EMC staff, professional development, and marketing.

Career Technical Education (CTE) EMCs receive 61b funding for each student participating in an eligible CTE EMC or CTE Dual Enrollment course. See the [CTE EMC Section 61b Tool Kit](#) for more information about the funding formula, eligible CTE programs, and allowable expenditures.

An Intermediate School District (ISD) or consortia of ISDs can also apply for the 61b Planning Grant to create new or expand existing CTE EMC pathways. This grant provides up to \$50,000 and requires ISDs to provide matching funds equal to the grant received. Applications typically open in late spring and close in August. Additional information about the 61b Planning Grant can be found on the Michigan Department of Education (MDE) [EMC website](#).

### **Budget Planning Tips:**

1. Ensure that district leadership and business office personnel are part of the EMC planning team and are aware of the costs associated with opening and running an EMC.
2. Project how many students are anticipated to participate in the EMC each year.
3. Verify the tuition rate (per credit hour or per course) at the postsecondary partner. Discuss the rate for students living out of the district and any potential discounts.
4. Consider additional fees that the district will have to pay for each student such as registration/application fees, textbooks, lab fees, technology, equipment, etc.
5. Calculate how many credits students are expected to take each year based on the 5-year program of study. Note: If EMC students are allowed to take courses above and beyond what is laid out in the program of study, costs will exceed what a district may have budgeted for.
6. Consider how the district plans to pay for the EMC for the first two years prior to receiving the 13<sup>th</sup> year FTE.

7. Discuss additional costs of the EMC such as staffing, transportation, marketing, college and career readiness curriculum, professional development, etc.
8. Decide if there will be any costs to students/families for participating in the EMC and how they will be notified.

### **Budgeting Considerations by EMC Type:**

An **EMC Program** (a high school program designed to serve less than 100% of the high school population and an **EMC Consortium** (a program comprised of multiple school districts with one coordinating agency) are usually designed to serve students in grades 11-13 or 10-13. EMC teams can use the Budget Worksheet for Early Middle Colleges to estimate the costs for each year based on tuition, fees, textbooks, and other considerations such as staffing, marketing, supplies, and professional development. EMC consortia may also need to consider if the local districts or coordinating agency will pay for or share costs for tuition, staff, and other EMC expenses.

**An EMC High School** (a stand-alone public high school where 100% of the pupils are enrolled as EMC pupils) will have a more extensive budget with additional considerations that go beyond the scope of the Budgeting Worksheet. However, the Budgeting Worksheet will assist EMC High Schools in planning for costs associated with tuition, fees, textbooks, and other early middle college expenses.