



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

April 26, 2006

**MEMORANDUM**

**TO:** Career Readiness Certification (CRC) Pilot Colleges

**FROM:** Stephanie Deese, Director  
Workforce Initiatives  
Economic and Workforce Development

**SUBJECT:** Fee Structure for CRC

As we are moving forward and getting ready for the implementation of the Career Readiness Certification Project, we need to establish a uniform and consistent fee structure for the costs of the CRC. The CRC credential is comprised of the three (3) agreed upon WorkKeys tests: Reading for Information, Applied Mathematics, and Locating Information. Since the colleges must pay a fee to ACT for each of these tests, and at a recent meeting of the 19 pilot site colleges, we agreed upon the fee structure listed below:

	Service	Fee Structure
1.	WorkKey® Assessment – Individual	
	– Reading for Information	\$10.00
	– Applied Math	\$10.00
	– Locating Information	\$10.00
2.	WorkKey® Assessment – Package	
	– Includes the 3 CRC tests and certificate	\$30.00
3.	Certificate (reprinting, duplicating or upgrading original certification)	\$5.00

S06-017  
E-mail

We are requesting that you follow the rules outlined in the N. C. Administrative Code, **Section .0200 - Standard Student Fees** for establishing these fees, particularly in requesting local trustee approval of specific fees. A copy of the law is attached to this correspondence, and a copy of the portion of the law that pertains to additional fees is listed below:

*(c) Establishing Optional Fees. Optional fees are fees charged to curriculum and continuing education students for items not covered by tuition and registration fees. Funds derived from optional fees shall be deposited in the institutional account and shall be used to directly benefit students. The president shall report any optional fee established by the board of trustees to the System Office's Business and Finance Division on an annual basis. Boards of trustees may establish on an annual basis the following optional fees:*

- (1) Specific Fees. Fees charged to students for items required for individual courses that are considered to be in addition to normal supplies and material the college provides for students such as tools, uniforms, insurance, and certification fees;*
- (2) Student Activity Fee. A fee charged to students to support student activities. The student activity fee shall not exceed the maximum established by the State Board;*
- (3) Computer Use and Technology Fee. A fee charged to students to support the procurement, operations operation, and repair of computers and other instructional technology including supplies and materials that accompany use of the technology. This fee shall not exceed the maximum established by the State Board; and*
- (4) Parking Fee. A fee charged to a student for use of the college's parking facilities.*

**Fees established by the college shall be approved by the college board of trustees.** Such fees shall reflect the actual cost of items received by the student. Fees established under these guidelines will remain at the college and not revert to the System Office. I would suggest that each CRC Project Director keep a copy of the minutes from the Trustees meeting in which the fee structure as cited above was approved.

Please use this correspondence as guidance in establishing the fee structure for the Career Readiness Certification. If you should have any questions, please contact me at 919.807.7159 or e-mail [deeses@nccommunitycolleges.edu](mailto:deeses@nccommunitycolleges.edu).

SD/bl

c: Presidents

S06-017  
E-mail

## SECTION .0200 - STANDARD STUDENT FEES

### 23 NCAC 02D .0201 AUTHORITY TO ESTABLISH TUITION AND FEES

(a) Authority to Charge. All tuition and registration fees charged to students for applying to or attending any college of the system shall be approved by the State Board. No tuition rate or fee schedule shall be charged without resolution of the State Board specifying the purpose for which the fee is charged.

(b) Time Due and Deferred Payment. Tuition, registration fees and required academic fees are due and payable at the time of the student's registration. The college shall, with approval of the board of trustees, prescribe written procedures to permit short-term deferred payment or payment in installments; provided, however, that no student shall be permitted to graduate or to register for a new semester unless payment of such outstanding balance has been guaranteed in writing by a financially responsible person or organization. Colleges are authorized to withhold transcripts of grades pending resolution of the outstanding obligations. This statement shall not be construed to prohibit a college's local governing board from adding more stringent provisions.

(c) Establishing Optional Fees. Optional fees are fees charged to curriculum and continuing education students for items not covered by tuition and registration fees. Funds derived from optional fees shall be deposited in the institutional account and shall be used to directly benefit students. The president shall report any optional fee established by the board of trustees to the System Office's Business and Finance Division on an annual basis. Boards of trustees may establish on an annual basis the following optional fees:

- (1) Specific Fees. Fees charged to students for items required for individual courses that are considered to be in addition to normal supplies and material the college provides for students such as tools, uniforms, insurance, and certification fees;
  - (2) Student Activity Fee. A fee charged to students to support student activities. The student activity fee shall not exceed the maximum established by the State Board;
  - (3) Computer Use and Technology Fee. A fee charged to students to support the procurement, operations operation, and repair of computers and other instructional technology including supplies and materials that accompany use of the technology. This fee shall not exceed the maximum established by the State Board; and
  - (4) Parking Fee. A fee charged to a student for use of the college's parking facilities.
- (d) Any optional fee established by a college is considered a separate charge to students and shall not be credited as part payment of tuition or registration fees.
- (e) Receipts collected from any optional student fee shall be deposited as State Board regulation shall direct, consistent with state law.
- (f) Nothing in any rule shall be construed to condone or to authorize any practice of depositing receipts from any student tuition or other student fees in a special fund account at a college, except optional fee receipts.
- (g) Optional fee receipts shall not be used for any purpose other than that for which the fee was approved, e.g., computer equipment could not be purchased for staff members using optional fee receipts.
- (h) All fees funds derived from optional fees shall be deposited into a proper college account and all disbursements shall be made by the college business office in accordance with policies adopted by the board of trustees.
- (i) Specific Fees shall be approved by the college board of trustees. Such fees shall reflect the actual cost of items received by the student.
- (j) Students shall be informed of all approximate fees for a course at the time they enroll. Such fees shall be kept to a minimum consistent with the State Board philosophy to keep student costs as low as possible.
- (k) Family Relocation Tuition. Community Colleges may charge in-state tuition to certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment. Prior to enrollment, the student shall fulfill the following conditions:

- (1) Demonstrate that his or her family moved to this state within the preceding 12 months;
- (2) Present a letter to the institution from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
- (3) Present proof of his or her familial relationship with the employee unless the student is the employee;
- (4) Live in the same house with the employee unless the student is the employee;
- (5) Present evidence that he or she is financially dependent on the employee through which he or she claims this benefit unless the student is the employee; and
- (6) Comply with the requirements of the Selective Service System, if applicable.

The number of students eligible for in-state tuition under this Rule at a college shall not exceed one percent of the average number of out-of-state students, rounded up to the next whole number, at the college in the academic year immediately preceding enrollment. Eligible students shall be granted this benefit on a first-come, first-serve basis.

*History Note:* Authority G.S. 115D-5; 115D-39; 116-143.1; S.L. 1995, c. 625;  
Eff. February 1, 1976;  
Amended Eff. September 1, 1993; September 1, 1982; August 17, 1981; January 14, 1980;  
Temporary Amendment Eff. June 1, 1997;  
Amended Eff. August 1, 2004; July 1, 1998.