

## **SUBCHAPTER 900. REFUNDS**

### **1E SBCCC 900. 1 Curriculum Tuition Refunds**

(a) The following definitions apply to this provision:

- (1) “Academic period” – An academic term or subdivision of an academic term during which a college schedules a set of course sections.
- (2) “Non-regularly scheduled course section” – A course section that meets the definition of “non-regularly scheduled course section” found in 1G SBCCC 200.93(c).
- (3) “Off-cycle course section” – A regularly scheduled course section that is not offered consistent with an academic period.
- (4) “Officially Withdraw” – The removal of a student from a course section by one of the following methods:
  - (A) The student notifies the authorized college official, as defined by the college’s published procedures for withdrawal, of the student’s intent to disenroll in a course section as outlined in the college’s published procedures for withdrawal; or
  - (B) The college removes the student from the course section because the college cancels the course section or for any other reason authorized by written college policy.
- (5) “On-cycle course section” – A regularly scheduled course section that is offered consistent with an academic period.
- (6) “Regularly scheduled course section” – A course section that meets the definition of “regularly scheduled course section” found in 1G SBCCC 200.93(b).

(b) Unless otherwise required by law, community colleges shall not issue a tuition refund using State funds except under the following circumstances:

- (1) On-Cycle Course Sections:
  - (A) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.

(B) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

(C) After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar:

(i) The 10 percent point of the academic period, or

(ii) The 10 percent point of the course section.

(2) Off-Cycle Course Sections:

(A) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the off-cycle course section.

(B) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

(C) After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.

(3) Non-Regularly Scheduled Course Sections:

(A) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the non-regularly scheduled course section.

(B) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

(C) After a non-regularly scheduled course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the non-regularly scheduled course section prior to or on the 10th calendar day after the start of the course section.

(c) Notwithstanding section (b), if the State Education Assistance Authority makes a final validation determination prior to the 10 percent point of the course section or academic

term, as determined by local college policy and noted on the college calendar, a college shall provide a 100 percent refund using State funds if all of the following conditions apply:

- (1) At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).
  - (2) After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
  - (3) The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.
- (c1) If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term.

*History Note: Authority G.S. 115D-5; G.S. 115D-39;*

*Eff. [May 16, 2014](#);*

*Amended Eff. [February 1, 2017](#).*

## **1E SBCCC 900.2 Continuing Education Registration Fee Refunds**

- (a) The following definitions apply to this provision:
- (1) "Non-regularly scheduled course section" – A course section that meets the definition of "non-regularly scheduled course section" found in 1G SBCCC 200.94(b).
  - (2) "Officially withdraw" – See definition in 1E SBCCC 900.1(4).
  - (3) "Regularly scheduled course section" – A course section that meets the definition of "regularly scheduled course section" found in 1G SBCCC 200.94(a).
- (b) Unless otherwise required by law, community colleges shall not issue a registration fee refund using State funds except under the following circumstances:

- (1) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first course section meeting.
- (2) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
- (3) After a regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the scheduled hours of the course section. This sub-section applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
- (4) After a non-regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the 10th calendar day after the start of the course section.

*History Note: Authority G.S. 115D-5; G.S. 115D-39;*

*Eff. [May 16, 2014](#).*

### **1E SBCCC 900.3 Refund Due to Death of Student**

If a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

*History Note: Authority G.S. 115D-5; G.S. 115D-39;*

*Eff. [May 16, 2014](#).*

#### **1E SBCCC 900.4 Military Refund**

(a) Upon request of the student, each college shall:

(1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and

(2) Buy back textbooks through the colleges' bookstore operations to the extent allowable under the college's buy back procedures.

(b) Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

*History Note: Authority G.S. 115D-5; G.S. 115D-39;*

*Eff. [May 16, 2014](#);*

*Amended Eff. [September 1, 2014](#).*

#### **1E SBCCC 900.5 Refund of Self-Supporting and Local Fees**

Local boards of trustees shall adopt local refund policies for self-supporting fees and local fees.

*History Note: Authority G.S. 115D-5; G.S. 115D-39;*

*Eff. [May 16, 2014](#).*

#### **1E SBCCC 900.98 Tuition and Fees for Curriculum Programs**

REPEALED by the State Board of Community Colleges, eff. 16 May 2014.

*History Note: Authority G.S. 115D-5; 115D-39; 116-143.1; P.L. 93-508; S.L. 1995, c.*

*625; S.L. 2010-31, s. 8.6;*

*Eff. February 1, 1976;*

*Amended Eff. September 1, 1993; December 1, 1984;*

*Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;*

*Amended Eff. June 1, 1994;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. April 1, 2011; August 1, 2010; April 1, 2005; August 1, 2002; August 1, 1998;*

*Repeal Eff. [May 16, 2014](#).*

### **1E SBCCC 900.99 Fees for Extension Programs**

REPEALED by the State Board of Community Colleges, eff. 16 May 2014.

*History Note: Authority G.S. 115D-5; 115D-39; S.L. 1995, c. 625;*

*Eff. February 1, 1976;*

*Amended Eff. September 1, 1993; August 1, 1983; August 17, 1981;*

*Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;*

*Amended Eff. June 1, 1994;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. September 1, 2011; August 1, 2002; July 1, 1998;*

*Repeal Eff. [May 16, 2014](#).*