



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

James C. Williamson, Ph.D.

President

22 November 2016

IMPORTANT INFORMATION

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers,
Basic Skills Directors, Business Officers, Continuing Education Officers,
Customized Training Directors, Distance Learning, Chief Financial Officers,
Financial Aid Officers, Human Resources Development, Public Information
Officers, Registrars, Student Development Administrators, & Other
Interested Parties

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Amendment of 1E SBCCC 900.1 – “Curriculum Tuition Refunds”**

On 18 November 2016, the State Board of Community Colleges (“SBCC”) voted to amend 1E SBCCC 900.1 – “Curriculum Tuition Refunds” to allow a refund to a student if the State Education Assistance Authority changes a student’s classification from in-state to out-of-state for tuition purposes.

The rule will be effective 1 February 2017. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC16-048
E-mail Copy**

Attachment



State Board of Community Colleges Code
Title 1 – COMMUNITY COLLEGES

CHAPTER E. STUDENT TUITION AND FEES

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](#).