



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph.D.*

*President*

24 January 2017

**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, Continuing Education Officers, Financial Aid Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

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

**RE:** **Amendment of 1E SBCCC 800.2 – “General Provisions”**

On 20 January 2017, the State Board of Community Colleges (“SBCC”) voted to amend **1E SBCCC 800.2 – “General Provisions.”** The SBCC amended 1E SBCCC 800.2 – “General Provisions” to clarify the issue of waiver eligibility when a student’s status may change mid-term. The intent is for the waiver to apply to any course section offered during the academic term, regardless of when the term starts, if a student meets the eligibility requirements as of the first day of the term.

**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](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC17-002  
E-mail Copy**

Attachment



**State Board of Community Colleges Code**  
**TITLE 1 – COMMUNITY COLLEGES**

**CHAPTER E. STUDENT TUITION AND FEES**

**CHAPTER 800. WAIVERS**

**1E SBCCC 800.2 General Provisions**

- (a) Proof of Eligibility. To obtain a waiver for a curriculum course section that begins at any point during an academic term, an individual must establish proof that he or she is a member of an authorized group or organization as of the first day of the applicable academic term. To obtain a waiver for a continuing education course, an individual must establish proof that he or she is a member of an authorized group or organization as of the first day of the course section. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The college must maintain documentation of the sponsorship on file.
- (b) Admission Requirements. Persons in an authorized group or organization must meet the same admission requirements as students that are not in an authorized group to enroll in courses for which the student is eligible for a waiver.
- (c) Proof of Eligibility. To obtain a waiver, individuals must establish proof of eligibility as a member of an authorized group or organization. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The college must maintain documentation of the sponsorship on file.
- (d) Reporting FTE: Unless otherwise prohibited by law, students eligible for an authorized waiver shall be counted in the computation of enrollment for funding purposes (BFTE)

in a manner consistent with non-waived students, assuming all applicable reporting requirements are met.

- (e) Self-Supporting Courses: Community colleges shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The community college shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student's behalf.
- (f) Annual Reporting Requirement. As directed by the System Office, the college shall report the amount of tuition and registration fees waived by the college on behalf of individuals who are members of authorized groups or organizations on an annual basis to the System Office.

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

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

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