



CHAPTER E. STUDENT TUITION AND FEES

100. DEFINITIONS

1E SBCCC 100.1 RESERVED FOR FUTURE CODIFICATION

200. AUTHORITY TO CHARGE

1E SBCCC 200.98 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;~~

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

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

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

21 ~~1E SBCCC 200.99 DEPOSIT OF FEES~~

22 All registration, tuition, and instructional fees and book replacement fines shall become state funds when collected
 23 and must be deposited to the credit of the State Treasurer, except as permitted by any other applicable rule.

24
 25 *History Note: Authority G.S. 115D-5; 115D-39; 115D-58.9;*
 26 *Eff. February 1, 1976;*
 27 *Amended Eff. September 1, 1993; August 17, 1981.*

31 ~~300. TUITION CURRICULUM~~

33 ~~1E SBCCC 300.99 TUITION AND FEES FOR CURRICULUM PROGRAMS~~

34 ~~(a) Tuition:~~

- 35 ~~(1) Student Residence Classification. The classification of students for tuition purposes shall be made~~
 36 ~~pursuant to G.S. 115B-2, 115D-39, 116-143.1, 116-143.3, and 116-143.5.~~
 37 ~~(2) Tuition Rates In State:~~
 38 ~~(A) A general and uniform tuition rate is established by the State Board as set by the~~
 39 ~~Legislature for full-time curriculum students per semester or term for North Carolina~~
 40 ~~residents.~~
 41 ~~(B) A North Carolina resident who is a part-time student shall pay a per-credit hour rate for~~
 42 ~~curriculum instruction, as established by the State Board, for any semester or term as set~~
 43 ~~by the Legislature.~~
 44 ~~(3) Learning Laboratory. No tuition fees charged.~~
 45 ~~(4) Tuition Creditable Upon Transfer of Student. When a student has paid the required tuition at a~~
 46 ~~college and is given permission to transfer to another college within the system during the~~
 47 ~~academic semester for which the tuition was paid, the college from which the student transfers~~
 48 ~~shall issue to him a statement certifying the amounts of tuition that have been paid, and the college~~
 49 ~~to which he is transferring shall accept such certificate in lieu of requiring payment again. [Also,~~
 50 ~~see 1G-SBCCC 200.93(b)(2) which provides information regarding reporting student hours in~~
 51 ~~membership.]~~
 52 ~~(5) Tuition Student Enrolled in More Than One College. Where a student desires to enroll for the~~
 53 ~~same semester at two or more colleges of the system, the total amount of tuition and fees may be~~
 54 ~~paid to the student's "home" college. "Home" college is defined as the college which the student~~
 55 ~~initially registers for classes. The "home" college shall, in that case, assume responsibility for~~
 56 ~~arranging with the other college or colleges for enrolling the student in appropriate classes without~~

1 further charge. Such arrangement shall be made by exchange of letters between the colleges
 2 involved. Student membership hours for instruction received shall be reported by the college in
 3 which the respective instruction occurred.

4 ~~(6) Tuition Rates Out of State:~~

5 ~~(A) Any full time curriculum student who is an out of state resident shall pay tuition fees as
 6 established by the State Board for each semester or term as set by the Legislature.~~

7 ~~(B) An out of state resident who is a part time student shall pay a per credit hour rate for
 8 curriculum instruction as established by the State Board as set by the Legislature.~~

9 ~~(7) Tuition Waivers:~~

10 ~~(A) Individuals in the categories set forth in G.S. 115D-5(b) shall be exempt from tuition for
 11 specialized training courses only, unless otherwise permitted under this Rule.~~

12 ~~(B) College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12
 13 month term may enroll in one curriculum or extension course per semester, as well as the
 14 summer term, in the system without payment of tuition or registration fee.~~

15 ~~(C) Basic Law Enforcement Training Program (BLET) for law enforcement officers. All law
 16 enforcement officers employed by a municipal, county, state, or federal law enforcement
 17 agency when taking courses in a state mandated BLET training program, are exempt
 18 from tuition payment. Also, trainees shall be exempt from BLET class tuition if a letter
 19 of sponsorship from a state, county, or municipal law enforcement agency is on file at the
 20 college.~~

21 ~~(D) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged tuition.~~

22 ~~(E) High school students taking courses pursuant to Paragraph (c) (concurrent enrollment)
 23 and Paragraph (e) (cooperative high school programs) of 1D SBCCC 200.95 and 1D
 24 SBCCC 300.99 of this Chapter shall not be charged tuition.~~

25 ~~(F) Patients in state alcoholic rehabilitation centers shall not be charged tuition.~~

26 ~~(G) Juveniles committed to the Department of Juvenile Justice and Delinquency Prevention
 27 shall not be charged tuition.~~

28 ~~(H) Prison inmates shall not be charged tuition.~~

29 ~~(b) Pre Enrollment Deposit. The local board of trustees may establish a pre enrollment deposit up to a maximum of
 30 fifteen dollars (\$15.00). The pre enrollment deposit, if established, shall be required only when a prospective
 31 student has made application for admission and has been accepted. This advance payment is not refundable unless
 32 the class(es) fails to materialize or a refund is required by the death of the student. This advance payment shall be
 33 deposited to the State Treasurer and credited against the full tuition due from the student during the regular
 34 registration period. For the purposes of this Rule, any tuition refund granted shall not include the pre enrollment
 35 deposit of the student unless a refund is granted when a class fails to materialize or because of the student's death.~~

36 ~~(c) Late Enrollment Fee. A late enrollment fee up to five dollars (\$5.00) may be charged curriculum students
 37 registering after the specific closing date of registration, with such fees becoming state funds.~~

38 ~~(d) Tuition Refunds:~~

39 ~~(1) A refund shall not be made except under the following circumstances:~~

40 ~~(A) A 100 percent refund shall be made if the student officially withdraws prior to the first
 41 day of class(es) of the academic semester or term as noted in the college calendar. Also,
 42 a student is eligible for a 100 percent refund if the class in which the student is officially
 43 registered is cancelled due to insufficient enrollment.~~

44 ~~(B) A 75 percent refund shall be made if the student officially withdraws from the class(es)
 45 prior to or on the official 10 percent point of the semester.~~

46 ~~(C) For classes beginning at times other than the first week (seven calendar days) of the
 47 semester a 100 percent refund shall be made if the student officially withdraws from the
 48 class prior to the first class meeting. A 75 percent refund shall be made if the student
 49 officially withdraws from the class prior to or on the 10 percent point of the class.~~

50 ~~(D) A 100 percent refund shall be made if the student officially withdraws from a contact
 51 hour class prior to the first day of class of the academic semester or term or if the college
 52 cancels the class. A 75 percent refund shall be made if the student officially withdraws
 53 from a contact hour class on or before the 10th calendar day of the class.~~

54 ~~(2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the
 55 state refund regulations stated in this Rule.~~

- 1 (3) ~~Where a student, having paid the required tuition for a semester, dies during that semester (prior to~~
 2 ~~or on the last day of examinations of the college the student was attending), all tuition and fees for~~
 3 ~~that semester may be refunded to the estate of the deceased.~~
 4 (4) ~~For a class(es) which the college collects receipts which are not required to be deposited into the~~
 5 ~~State Treasury account, the college shall adopt local refund policies.~~
 6 (e) ~~Military Tuition Refund. Upon request of the student, each college shall:~~
 7 (1) ~~Grant a full refund of tuition and fees to military reserve and National Guard personnel called to~~
 8 ~~active duty or active duty personnel who have received temporary or permanent reassignments as~~
 9 ~~a result of military operations then taking place outside the state of North Carolina that make it~~
 10 ~~impossible for them to complete their course requirements; and~~
 11 (2) ~~Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges~~
 12 ~~shall use distance learning technologies and other educational methodologies to help these~~
 13 ~~students, under the guidance of faculty and administrative staff, complete their course~~
 14 ~~requirements.~~
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 16 *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;~~
 17 ~~Eff. February 1, 1976;~~
 18 ~~Amended Eff.; September 1, 1993; December 1, 1984~~
 19 ~~Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent~~
 20 ~~rule becomes effective, whichever is sooner;~~
 21 ~~Amended Eff. June 1, 1994;~~
 22 ~~Temporary Amendment Eff. June 1, 1997;~~
 23 ~~Amended Eff. April 1, 2011; August 1, 2010; April 1, 2005; August 1, 2002; August 1, 1998.~~

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30 ~~400. REGISTRATION FEES CONTINUING EDUCATION~~

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32 ~~1E SBCCC 400.99 FEES FOR EXTENSION PROGRAMS~~

- 33 (a) ~~Registration fees for Non-Curriculum Extension Instruction. For purposes of administration of this Rule, non-~~
 34 ~~curriculum extension instruction means all instruction organized, supervised, or delivered outside the regular~~
 35 ~~curriculum programs offered by the college.~~
 36 (1) ~~A registration fee, as established by the State Board, as set by the Legislature shall be charged for~~
 37 ~~each occupational extension class.~~
 38 (2) ~~Each local board shall establish registration fees for Community Service Programs.~~
 39 (3) ~~All recreational courses shall be self-supporting. Colleges shall collect and deposit to a local~~
 40 ~~account fees and other contributions to support entirely the costs of all recreational extension~~
 41 ~~courses taught. Also note Paragraph (e) of Rule 1G-SBCCC 200.95 of this Subchapter regarding~~
 42 ~~the reporting of student membership hours for this area.~~
 43 (4) ~~Registration Fee Waivers:~~
 44 (A) ~~Special Extension Training Programs. No registration fees shall be charged students~~
 45 ~~enrolling for special extension training programs that directly relate to job performance~~
 46 ~~set forth in G.S. 115D 5(b).~~
 47 (B) ~~College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12~~
 48 ~~month term may enroll in one extension or curriculum course per semester in the system~~
 49 ~~without registration fee or tuition charges.~~
 50 (C) ~~Individuals meeting the criteria set forth in G.S. 115B 2 shall not be charged registration~~
 51 ~~fees.~~
 52 (D) ~~Prison inmates shall not be charged registration fees.~~
 53 (E) ~~Elementary and secondary school teachers who take CPR or first aid classes shall not be~~
 54 ~~charged registration fees.~~

- 1 ~~(F) — Members of the North Carolina Civil Air Patrol and individuals engaged in civil~~
2 ~~preparedness who take special extension training courses that directly relate to their job~~
3 ~~performance shall not be charged registration fees.~~
- 4 ~~(b) Self-Supported Classes. A self-supporting class is not reported to the state for budget FTE since the cost of~~
5 ~~conducting the course is paid by students enrolled. A college may sponsor self-supporting classes, deposit income~~
6 ~~(if any) to a local account, and pay all expenses from the local account. Each student shall pay a pro rata share of~~
7 ~~the cost of a self-supporting class. Since the cost for a self-supporting class is not considered a registration fee, the~~
8 ~~pro rata cost for any individual or group is not waived under G.S. 115D-5(b) or G.S. 115B-2.~~
- 9 ~~(1) — To promote uniformity in determining cost of the self-supporting classes, direct and indirect costs~~
10 ~~for these classes are defined as follows:~~
- 11 ~~(A) — Direct Costs~~
- 12 ~~(i) — Instructor(s) salary including FICA, travel, and course development costs;~~
13 ~~(ii) — Instructional supplies and materials;~~
14 ~~(iii) — Rental of buildings;~~
15 ~~(iv) — Advertising, printing, postage, and mailing;~~
16 ~~(v) — Equipment;~~
17 ~~(vi) — Refreshments; and~~
18 ~~(vii) — Administrative or clerical costs.~~
- 19 ~~(B) — Indirect Costs.~~
- 20 ~~Indirect costs are the charges for activities and services that support self-supporting~~
21 ~~classes which cannot be directly and exclusively assigned to a self-supporting class.~~
22 ~~Examples of indirect costs shall include utilities, custodial and security services,~~
23 ~~coordination, administration, or clerical, salary and fringe benefits.~~
- 24 ~~(2) — If self-supporting receipts (all categories: e.g., curriculum, community service) exceed~~
25 ~~expenditures for the fiscal year the following provisions apply:~~
- 26 ~~(A) — Surplus funds shall be expended for student financial aid, scholarships, or program~~
27 ~~improvement. All expenditures shall directly benefit students.~~
- 28 ~~(B) — Funds derived from self-supporting classes shall not be used for:~~
- 29 ~~(i) — Supplemental salaries of any personnel;~~
30 ~~(ii) — Administrative support of the college, other than noted above, and only for~~
31 ~~activities that directly benefit students; and~~
32 ~~(iii) — College entertainment expense. (Educational activities for non college~~
33 ~~personnel or college personnel to enhance student success would not be~~
34 ~~entertainment. Functions in which the primary purpose is fundraising would be~~
35 ~~entertainment.)~~
- 36 ~~(3) — Each local board of trustees shall adopt a policy regulating the amount of mark-up the college may~~
37 ~~charge for a self-supporting class and how surplus funds derived from these classes may be used.~~
38 ~~Each local board of trustees shall review its policy on self-supporting classes at least once every~~
39 ~~three years. All expenditures must be consistent with the mission and purpose of the community~~
40 ~~college system.~~
- 41 ~~(e) Driver Education. Colleges shall collect a student fee as established by the local board of trustees for the adult~~
42 ~~driver education training course offered through the community service program.~~
- 43 ~~(d) Registration Fee Refunds. A refund shall not be made except under the following circumstances:~~
- 44 ~~(1) — A student who officially withdraws from an extension class(es) prior to the first class meeting~~
45 ~~shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an~~
46 ~~applicable class fails to "make" due to insufficient enrollment.~~
- 47 ~~(2) — After the respective class begins, a 75 percent refund shall be made upon the request of the student~~
48 ~~if the student officially withdraws from the class prior to or on the 10 percent point of the~~
49 ~~scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the~~
50 ~~class meets or the number of hours the class is scheduled to meet.~~
- 51 ~~(3) — A 100 percent refund shall be made if the student officially withdraws from a contact hour class~~
52 ~~prior to the first day of class of the academic semester or term or if the college cancels the class.~~
53 ~~A 75 percent refund shall be made if the student officially withdraws from a contact hour class on~~
54 ~~or before the tenth calendar day of the class.~~
- 55 ~~(4) — For a class(es) which the college collects receipts which are not required to be deposited into the~~
56 ~~State Treasury account, the college shall adopt local refund policies.~~

- 1 ~~(5) If a student, having paid the required registration fee for a semester or term, dies during that~~
 2 ~~semester (prior to or on the last day of examinations of the college the student was attending), all~~
 3 ~~registration fees for that semester or term may be refunded to the estate of the deceased.~~
 4 ~~(e) Military Registration Fee Refund Upon request of the student, each college shall:~~
 5 ~~(1) Grant a full refund of registration fees to military reserve and national Guard personnel called to~~
 6 ~~active duty or active duty personnel who have received temporary or permanent reassignments as~~
 7 ~~a result of military operations then taking place outside the state of North Carolina that make it~~
 8 ~~impossible for them to complete their course requirements; and~~
 9 ~~(2) Buy back textbooks through the colleges' bookstore operations to the extent possible.~~
 10 ~~Colleges shall use distance learning technologies and other educational methodologies to help these students, under~~
 11 ~~the guidance of faculty and administrative staff, complete their course requirements.~~

12
 13 *History Note: Authority G.S. 115D 5; 115D 39; S.L. 1995, c. 625;*
 14 *Eff. February 1, 1976;*
 15 *Amended Eff. September 1, 1993; August 1, 1983; August 17, 1981;*
 16 *Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent*
 17 *rule becomes effective, whichever is sooner;*
 18 *Amended Eff. June 1, 1994;*
 19 *Temporary Amendment Eff. June 1, 1997;*
 20 *Amended Eff. September 1, 2011; August 1, 2002; July 1, 1998.*
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 23 **500. _____ GED FEES**

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 25 **1E SBCCC 500.99 _____ RESERVED FOR FUTURE CODIFICATION**
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 28 **600. _____ SELF-SUPPORTING CLASSES**
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30 **1E SBCCC 600.99 _____ FEES FOR EXTENSION PROGRAMS**

- 31 ~~(a) Registration fees for Non-Curriculum Extension Instruction. For purposes of administration of this Rule, non-~~
 32 ~~curriculum extension instruction means all instruction organized, supervised, or delivered outside the regular~~
 33 ~~curriculum programs offered by the college.~~
 34 ~~(1) A registration fee, as established by the State Board, as set by the Legislature shall be charged for~~
 35 ~~each occupational extension class.~~
 36 ~~(2) Each local board shall establish registration fees for Community Service Programs.~~
 37 ~~(3) All recreational courses shall be self-supporting. Colleges shall collect and deposit to a local~~
 38 ~~account fees and other contributions to support entirely the costs of all recreational extension~~
 39 ~~courses taught. Also note Paragraph (e) of Rule .0325 of this Subchapter regarding the reporting~~
 40 ~~of student membership hours for this area.~~
 41 ~~(4) Registration Fee Waivers:~~
 42 ~~(A) Special Extension Training Programs. No registration fees shall be charged students~~
 43 ~~enrolling for special extension training programs that directly relate to job performance~~
 44 ~~set forth in G.S. 115D 5(b).~~
 45 ~~(B) College Staff Members. Full-time college staff members employed for a 9, 10, 11, or 12~~
 46 ~~month term may enroll in one extension or curriculum course per semester in the system~~
 47 ~~without registration fee or tuition charges.~~
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 49 ~~fees.~~
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 52 ~~charged registration fees.~~

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- 4 ~~(b) Self-Supported Classes. A self-supporting class is not reported to the state for budget FTE since the cost of~~
5 ~~conducting the course is paid by students enrolled. A college may sponsor self-supporting classes, deposit income~~
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7 ~~the cost of a self-supporting class. Since the cost for a self-supporting class is not considered a registration fee, the~~
8 ~~pro rata cost for any individual or group is not waived under G.S. 115D-5(b) or G.S. 115B-2.~~
- 9 ~~(1) — To promote uniformity in determining cost of the self-supporting classes, direct and indirect costs~~
10 ~~for these classes are defined as follows:~~
- 11 ~~(A) — Direct Costs~~
- 12 ~~(i) — Instructor(s) salary including FICA, travel, and course development costs;~~
13 ~~(ii) — Instructional supplies and materials;~~
14 ~~(iii) — Rental of buildings;~~
15 ~~(iv) — Advertising, printing, postage, and mailing;~~
16 ~~(v) — Equipment;~~
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- 19 ~~(B) — Indirect Costs.~~
- 20 ~~Indirect costs are the charges for activities and services that support self-supporting~~
21 ~~classes which cannot be directly and exclusively assigned to a self-supporting class.~~
22 ~~Examples of indirect costs shall include utilities, custodial and security services,~~
23 ~~coordination, administration, or clerical, salary and fringe benefits.~~
- 24 ~~(2) — If self-supporting receipts (all categories: e.g., curriculum, community service) exceed~~
25 ~~expenditures for the fiscal year the following provisions apply:~~
- 26 ~~(A) — Surplus funds shall be expended for student financial aid, scholarships, or program~~
27 ~~improvement. All expenditures shall directly benefit students.~~
- 28 ~~(B) — Funds derived from self-supporting classes shall not be used for:~~
- 29 ~~(i) — Supplemental salaries of any personnel;~~
30 ~~(ii) — Administrative support of the college, other than noted above, and only for~~
31 ~~activities that directly benefit students; and~~
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39 ~~three years. All expenditures must be consistent with the mission and purpose of the community~~
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42 ~~driver education training course offered through the community service program.~~
- 43 ~~(d) Registration Fee Refunds. A refund shall not be made except under the following circumstances:~~
- 44 ~~(1) — A student who officially withdraws from an extension class(es) prior to the first class meeting~~
45 ~~shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an~~
46 ~~applicable class fails to "make" due to insufficient enrollment.~~
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48 ~~if the student officially withdraws from the class prior to or on the 10 percent point of the~~
49 ~~scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the~~
50 ~~class meets or the number of hours the class is scheduled to meet.~~
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4 ~~(e) Military Registration Fee Refund Upon request of the student, each college shall:~~

5 ~~(1) Grant a full refund of registration fees to military reserve and national Guard personnel called to~~
 6 ~~active duty or active duty personnel who have received temporary or permanent reassignments as~~
 7 ~~a result of military operations then taking place outside the state of North Carolina that make it~~
 8 ~~impossible for them to complete their course requirements; and~~

9 ~~(2) Buy back textbooks through the colleges' bookstore operations to the extent possible.~~

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 11 ~~the guidance of faculty and administrative staff, complete their course requirements.~~

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

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 22
 23 ~~700. LOCAL FEES~~

24
 25 ~~1E SBCCC 700.98 OTHER FEES~~

26 ~~(a) Equipment Fees. A local equipment fee may be established, not to exceed the fee charged high school students,~~
 27 ~~in cases where high school buildings and equipment are being used; such fees shall be deposited in the college's~~
 28 ~~local account and paid to the local school unit.~~

29 ~~(b) Damage or Breakage Fees. Colleges shall charge no breakage fees, property damage fee, or laboratory fee to~~
 30 ~~students, except in the case of breakage or damage due to gross negligence or maliciousness. Credit may be~~
 31 ~~withheld until proper payment is made.~~

32 ~~(c) Library Fines. All library fines, except book replacement fines, shall become local funds and be used for~~
 33 ~~improvement of the library.~~

34 ~~(d) General Educational Development (GED) Fee. All applicants who take the GED test at official GED Testing~~
 35 ~~Centers in the system are required to pay a seven dollar and fifty cent (\$7.50) fee. This fee shall not be required~~
 36 ~~from individuals incarcerated or receiving treatment in institutions operated by the Department of Correction and the~~
 37 ~~Department of Human Resources.~~

38
 39 ~~History Note: Authority G.S. 115D 5; 115D 39; S.L. 1979, Ch. 1300;~~

40 ~~Eff. February 1, 1976;~~

41 ~~Amended Eff. September 1, 1993; September 1, 1988; August 17, 1981.~~

42
 43
 44 ~~1E SBCCC 700.99 AUTHORITY TO ESTABLISH TUITION AND FEES~~

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

48 ~~(b) Time Due and Deferred Payment. Tuition, registration fees and required academic fees are due and payable at~~
 49 ~~the time of the student's registration. The college shall, with approval of the board of trustees, prescribe written~~
 50 ~~procedures to permit short term deferred payment or payment in installments; provided, however, that no student~~
 51 ~~shall be permitted to graduate or to register for a new semester unless payment of such outstanding balance has been~~
 52 ~~guaranteed in writing by a financially responsible person or organization. Colleges are authorized to withhold~~

1 ~~transcripts of grades pending resolution of the outstanding obligations. This statement shall not be construed to~~
 2 ~~prohibit a college's local governing board from adding more stringent provisions.~~

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

8 ~~(1) Specific Fees. Fees charged to students for items required for individual courses that are~~
 9 ~~considered to be in addition to normal supplies and material the college provides for students such~~
 10 ~~as tools, uniforms, insurance, and certification fees;~~

11 ~~(2) Student Activity Fee. A fee charged to students to support student activities. The student activity~~
 12 ~~fee shall not exceed the maximum established by the State Board;~~

13 ~~(3) Computer Use and Technology Fee. A fee charged to students to support the procurement,~~
 14 ~~operations operation, and repair of computers and other instructional technology including~~
 15 ~~supplies and materials that accompany use of the technology. This fee shall not exceed the~~
 16 ~~maximum established by the State Board; and~~

17 ~~(4) Parking Fee. A fee charged to a student for use of the college's parking facilities.~~

18 ~~(d) Any optional fee established by a college is considered a separate charge to students and shall not be credited as~~
 19 ~~part payment of tuition or registration fees.~~

20 ~~(e) Receipts collected from any optional student fee shall be deposited as State Board regulation shall direct,~~
 21 ~~consistent with state law.~~

22 ~~(f) Nothing in any rule shall be construed to condone or to authorize any practice of depositing receipts from any~~
 23 ~~student tuition or other student fees in a special fund account at a college, except optional fee receipts.~~

24 ~~(g) Optional fee receipts shall not be used for any purpose other than that for which the fee was approved, e.g.,~~
 25 ~~computer equipment could not be purchased for staff members using optional fee receipts.~~

26 ~~(h) All fees funds derived from optional fees shall be deposited into a proper college account and all disbursements~~
 27 ~~shall be made by the college business office in accordance with policies adopted by the board of trustees.~~

28 ~~(i) Specific Fees shall be approved by the college board of trustees. Such fees shall reflect the actual cost of items~~
 29 ~~received by the student.~~

30 ~~(j) Students shall be informed of all approximate fees for a course at the time they enroll. Such fees shall be kept to~~
 31 ~~a minimum consistent with the State Board philosophy to keep student costs as low as possible.~~

32 ~~(k) Family Relocation Tuition. Community Colleges may charge in state tuition to certain out of state students~~
 33 ~~who are members of families that were transferred to this state by businesses, industries, or civilian families~~
 34 ~~transferred by the military, for employment. Prior to enrollment, the student shall fulfill the following conditions:~~

35 ~~(1) Demonstrate that his or her family moved to this state within the preceding 12 months;~~

36 ~~(2) Present a letter to the institution from the employer on corporate letterhead stating that the~~
 37 ~~employee, through whom the student claims this benefit, relocated to this state for employment~~
 38 ~~with that business, industry, or military establishment;~~

39 ~~(3) Present proof of his or her familial relationship with the employee unless the student is the~~
 40 ~~employee;~~

41 ~~(4) Live in the same house with the employee unless the student is the employee;~~

42 ~~(5) Present evidence that he or she is financially dependent on the employee through which he or she~~
 43 ~~claims this benefit unless the student is the employee; and~~

44 ~~(6) Comply with the requirements of the Selective Service System, if applicable.~~

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

49 ~~History Note: Authority G.S. 115D 5; 115D 39; 116 143.1; S.L. 1995, c. 625;~~
 50 ~~Eff. February 1, 1976;~~

51 ~~Amended Eff. September 1, 1993; September 1, 1982; August 17, 1981; January 14, 1980;~~

52 ~~Temporary Amendment Eff. June 1, 1997;~~

53 ~~Amended Eff. August 1, 2004; July 1, 1998.~~

1
2 ~~1E SBCCC 800.97~~ — ~~TUITION AND FEES FOR CURRICULUM PROGRAMS~~

3 ~~(a) Tuition:~~

4 ~~(1) Student Residence Classification. The classification of students for tuition purposes shall be made~~
5 ~~pursuant to G.S. 115B-2, 115D-39, 116-143.1, 116-143.3, and 116-143.5.~~

6 ~~(2) Tuition Rates In State:~~

7 ~~(A) A general and uniform tuition rate is established by the State Board as set by the~~
8 ~~Legislature for full time curriculum students per semester or term for North Carolina~~
9 ~~residents.~~

10 ~~(B) A North Carolina resident who is a part time student shall pay a per credit hour rate for~~
11 ~~curriculum instruction, as established by the State Board, for any semester or term as set~~
12 ~~by the Legislature.~~

13 ~~(3) Learning Laboratory. No tuition fees charged.~~

14 ~~(4) Tuition Creditable Upon Transfer of Student. When a student has paid the required tuition at a~~
15 ~~college and is given permission to transfer to another college within the system during the~~
16 ~~academic semester for which the tuition was paid, the college from which the student transfers~~
17 ~~shall issue to him a statement certifying the amounts of tuition that have been paid, and the college~~
18 ~~to which he is transferring shall accept such certificate in lieu of requiring payment again. [Also,~~
19 ~~see 23 SBCCC 02D .0323(b)(2) which provides information regarding reporting student hours in~~
20 ~~membership.]~~

21 ~~(5) Tuition Student Enrolled in More Than One College. Where a student desires to enroll for the~~
22 ~~same semester at two or more colleges of the system, the total amount of tuition and fees may be~~
23 ~~paid to the student's "home" college. "Home" college is defined as the college which the student~~
24 ~~initially registers for classes. The "home" college shall, in that case, assume responsibility for~~
25 ~~arranging with the other college or colleges for enrolling the student in appropriate classes without~~
26 ~~further charge. Such arrangement shall be made by exchange of letters between the colleges~~
27 ~~involved. Student membership hours for instruction received shall be reported by the college in~~
28 ~~which the respective instruction occurred.~~

29 ~~(6) Tuition Rates Out of State:~~

30 ~~(A) Any full time curriculum student who is an out of state resident shall pay tuition fees as~~
31 ~~established by the State Board for each semester or term as set by the Legislature.~~

32 ~~(B) An out of state resident who is a part time student shall pay a per credit hour rate for~~
33 ~~curriculum instruction as established by the State Board as set by the Legislature.~~

34 ~~(7) Tuition Waivers:~~

35 ~~(A) Individuals in the categories set forth in G.S. 115D-5(b) shall be exempt from tuition for~~
36 ~~specialized training courses only, unless otherwise permitted under this Rule.~~

37 ~~(B) College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12~~
38 ~~month term may enroll in one curriculum or extension course per semester, as well as the~~
39 ~~summer term, in the system without payment of tuition or registration fee.~~

40 ~~(C) Basic Law Enforcement Training Program (BLET) for law enforcement officers. All law~~
41 ~~enforcement officers employed by a municipal, county, state, or federal law enforcement~~
42 ~~agency when taking courses in a state mandated BLET training program, are exempt~~
43 ~~from tuition payment. Also, trainees shall be exempt from BLET class tuition if a letter~~
44 ~~of sponsorship from a state, county, or municipal law enforcement agency is on file at the~~
45 ~~college.~~

46 ~~(D) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged tuition.~~

47 ~~(E) High school students taking courses pursuant to Paragraph (c) (concurrent enrollment)~~
48 ~~and Paragraph (e) (cooperative high school programs) of 23 SBCCC 02C .0305 of this~~
49 ~~Chapter shall not be charged tuition.~~

50 ~~(F) Patients in state alcoholic rehabilitation centers shall not be charged tuition.~~

51 ~~(G) Juveniles committed to the Department of Juvenile Justice and Delinquency Prevention~~
52 ~~shall not be charged tuition.~~

53 ~~(H) Prison inmates shall not be charged tuition.~~

54 ~~(b) Pre-Enrollment Deposit. The local board of trustees may establish a pre-enrollment deposit up to a maximum of~~
55 ~~fifteen dollars (\$15.00). The pre enrollment deposit, if established, shall be required only when a prospective~~
56 ~~student has made application for admission and has been accepted. This advance payment is not refundable unless~~

~~the class(es) fails to materialize or a refund is required by the death of the student. This advance payment shall be deposited to the State Treasurer and credited against the full tuition due from the student during the regular registration period. For the purposes of this Rule, any tuition refund granted shall not include the pre-enrollment deposit of the student unless a refund is granted when a class fails to materialize or because of the student's death.~~

~~(e) Late Enrollment Fee. A late enrollment fee up to five dollars (\$5.00) may be charged curriculum students registering after the specific closing date of registration, with such fees becoming state funds.~~

~~(d) Tuition Refunds:~~

~~(1) A refund shall not be made except under the following circumstances:~~

~~(A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.~~

~~(B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.~~

~~(C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.~~

~~(D) A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.~~

~~(2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.~~

~~(3) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.~~

~~(4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.~~

~~(e) Military Tuition Refund. Upon request of the student, each college shall:~~

~~(1) Grant a full refund of tuition and 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 then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and~~

~~(2) Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.~~

~~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.~~

1E SBCCC 800.98 — FEES FOR EXTENSION PROGRAMS

~~(a) Registration fees for Non-Curriculum Extension Instruction. For purposes of administration of this Rule, non-curriculum extension instruction means all instruction organized, supervised, or delivered outside the regular curriculum programs offered by the college.~~

~~(1) A registration fee, as established by the State Board, as set by the Legislature shall be charged for each occupational extension class.~~

~~(2) Each local board shall establish registration fees for Community Service Programs.~~

- 1 ~~(3) All recreational courses shall be self supporting. Colleges shall collect and deposit to a local~~
2 ~~account fees and other contributions to support entirely the costs of all recreational extension~~
3 ~~courses taught. Also note Paragraph (e) of Rule .0325 of this Subchapter regarding the reporting~~
4 ~~of student membership hours for this area.~~
- 5 ~~(4) Registration Fee Waivers:~~
- 6 ~~(A) Special Extension Training Programs. No registration fees shall be charged students~~
7 ~~enrolling for special extension training programs that directly relate to job performance~~
8 ~~set forth in G.S. 115D 5(b).~~
- 9 ~~(B) College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12~~
10 ~~month term may enroll in one extension or curriculum course per semester in the system~~
11 ~~without registration fee or tuition charges.~~
- 12 ~~(C) Individuals meeting the criteria set forth in G.S. 115B 2 shall not be charged registration~~
13 ~~fees.~~
- 14 ~~(D) Prison inmates shall not be charged registration fees.~~
- 15 ~~(E) Elementary and secondary school teachers who take CPR or first aid classes shall not be~~
16 ~~charged registration fees.~~
- 17 ~~(F) Members of the North Carolina Civil Air Patrol and individuals engaged in civil~~
18 ~~preparedness who take special extension training courses that directly relate to their job~~
19 ~~performance shall not be charged registration fees.~~
- 20 ~~(b) Self Supported Classes. A self supporting class is not reported to the state for budget FTE since the cost of~~
21 ~~conducting the course is paid by students enrolled. A college may sponsor self supporting classes, deposit income~~
22 ~~(if any) to a local account, and pay all expenses from the local account. Each student shall pay a pro rata share of~~
23 ~~the cost of a self supporting class. Since the cost for a self supporting class is not considered a registration fee, the~~
24 ~~pro rata cost for any individual or group is not waived under G.S. 115D 5(b) or G.S. 115B 2.~~
- 25 ~~(1) To promote uniformity in determining cost of the self supporting classes, direct and indirect costs~~
26 ~~for these classes are defined as follows:~~
- 27 ~~(A) Direct Costs~~
- 28 ~~(i) Instructor(s) salary including FICA, travel, and course development costs;~~
29 ~~(ii) Instructional supplies and materials;~~
30 ~~(iii) Rental of buildings;~~
31 ~~(iv) Advertising, printing, postage, and mailing;~~
32 ~~(v) Equipment;~~
33 ~~(vi) Refreshments; and~~
34 ~~(vii) Administrative or clerical costs.~~
- 35 ~~(B) Indirect Costs.~~
36 ~~Indirect costs are the charges for activities and services that support self supporting~~
37 ~~classes which cannot be directly and exclusively assigned to a self supporting class.~~
38 ~~Examples of indirect costs shall include utilities, custodial and security services,~~
39 ~~coordination, administration, or clerical, salary and fringe benefits.~~
- 40 ~~(2) If self supporting receipts (all categories: e.g., curriculum, community service) exceed~~
41 ~~expenditures for the fiscal year the following provisions apply:~~
- 42 ~~(A) Surplus funds shall be expended for student financial aid, scholarships, or program~~
43 ~~improvement. All expenditures shall directly benefit students.~~
- 44 ~~(B) Funds derived from self supporting classes shall not be used for:~~
- 45 ~~(i) Supplemental salaries of any personnel;~~
46 ~~(ii) Administrative support of the college, other than noted above, and only for~~
47 ~~activities that directly benefit students; and~~
48 ~~(iii) College entertainment expense. (Educational activities for non college~~
49 ~~personnel or college personnel to enhance student success would not be~~
50 ~~entertainment. Functions in which the primary purpose is fundraising would be~~
51 ~~entertainment.)~~
- 52 ~~(3) Each local board of trustees shall adopt a policy regulating the amount of mark up the college may~~
53 ~~charge for a self supporting class and how surplus funds derived from these classes may be used.~~
54 ~~Each local board of trustees shall review its policy on self supporting classes at least once every~~
55 ~~three years. All expenditures must be consistent with the mission and purpose of the community~~
56 ~~college system.~~

~~(c) Driver Education. Colleges shall collect a student fee as established by the local board of trustees for the adult driver education training course offered through the community service program.~~

~~(d) Registration Fee Refunds. A refund shall not be made except under the following circumstances:~~

~~(1) A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.~~

~~(2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.~~

~~(3) A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.~~

~~(4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.~~

~~(5) If a student, having paid the required registration fee for a semester or term, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester or term may be refunded to the estate of the deceased.~~

~~(e) Military Registration Fee Refund. Upon request of the student, each college shall:~~

~~(1) Grant a full refund of 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 then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and~~

~~(2) Buy back textbooks through the colleges' bookstore operations to the extent possible.~~

~~Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.~~

~~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.~~

~~1E SBCCC 800.99 FEE WAIVERS FOR THE HUMAN RESOURCES DEVELOPMENT PROGRAM~~

~~(a) Tuition and fees for enrollment in courses coded in the Master Course List as Human Resources Development shall be waived if the student enrolling meets at least one of the following criteria:~~

~~(1) Is unemployed;~~

~~(2) Has received notification of a pending layoff;~~

~~(3) Is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or~~

~~(4) Is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.~~

~~Courses included in the Master Course List shall address the six core components set forth in Subparagraph (2)(f) of Rule 02E .0101.~~

~~(b) Students for whom tuition and fees are waived shall sign a form adopted by the State Board of Community Colleges verifying that they meet one of these criteria.~~

~~History Note: Authority G.S. 115D-5; S.L. 2001, c.424, s.30.3(b) and (c);~~

~~Eff. February 1, 1976;~~

~~Amended Eff. August 17, 1981;~~

~~Temporary Amendment Eff. October 4, 2001;~~

~~Amended Eff. April 1, 2003.~~

1
2
3 ~~900.~~ ~~REFUNDS~~

4
5 ~~1E SBCCC 900.98~~ ~~TUITION AND FEES FOR CURRICULUM PROGRAMS~~

6 ~~(a) Tuition:~~

- 7 ~~(1) Student Residence Classification. The classification of students for tuition purposes shall be made~~
8 ~~pursuant to G.S. 115B-2, 115D-39, 116-143.1, 116-143.3, and 116-143.5.~~
- 9 ~~(2) Tuition Rates In State:~~
- 10 ~~(A) A general and uniform tuition rate is established by the State Board as set by the~~
11 ~~Legislature for full time curriculum students per semester or term for North Carolina~~
12 ~~residents.~~
- 13 ~~(B) A North Carolina resident who is a part time student shall pay a per credit hour rate for~~
14 ~~curriculum instruction, as established by the State Board, for any semester or term as set~~
15 ~~by the Legislature.~~
- 16 ~~(3) Learning Laboratory. No tuition fees charged.~~
- 17 ~~(4) Tuition Creditable Upon Transfer of Student. When a student has paid the required tuition at a~~
18 ~~college and is given permission to transfer to another college within the system during the~~
19 ~~academic semester for which the tuition was paid, the college from which the student transfers~~
20 ~~shall issue to him a statement certifying the amounts of tuition that have been paid, and the college~~
21 ~~to which he is transferring shall accept such certificate in lieu of requiring payment again. [Also,~~
22 ~~see 23 SBCCC 02D-.0323(b)(2) which provides information regarding reporting student hours in~~
23 ~~membership.]~~
- 24 ~~(5) Tuition Student Enrolled in More Than One College. Where a student desires to enroll for the~~
25 ~~same semester at two or more colleges of the system, the total amount of tuition and fees may be~~
26 ~~paid to the student's "home" college. "Home" college is defined as the college which the student~~
27 ~~initially registers for classes. The "home" college shall, in that case, assume responsibility for~~
28 ~~arranging with the other college or colleges for enrolling the student in appropriate classes without~~
29 ~~further charge. Such arrangement shall be made by exchange of letters between the colleges~~
30 ~~involved. Student membership hours for instruction received shall be reported by the college in~~
31 ~~which the respective instruction occurred.~~
- 32 ~~(6) Tuition Rates Out of State:~~
- 33 ~~(A) Any full time curriculum student who is an out of state resident shall pay tuition fees as~~
34 ~~established by the State Board for each semester or term as set by the Legislature.~~
- 35 ~~(B) An out of state resident who is a part time student shall pay a per credit hour rate for~~
36 ~~curriculum instruction as established by the State Board as set by the Legislature.~~
- 37 ~~(7) Tuition Waivers:~~
- 38 ~~(A) Individuals in the categories set forth in G.S. 115D-5(b) shall be exempt from tuition for~~
39 ~~specialized training courses only, unless otherwise permitted under this Rule.~~
- 40 ~~(B) College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12~~
41 ~~month term may enroll in one curriculum or extension course per semester, as well as the~~
42 ~~summer term, in the system without payment of tuition or registration fee.~~
- 43 ~~(C) Basic Law Enforcement Training Program (BLET) for law enforcement officers. All law~~
44 ~~enforcement officers employed by a municipal, county, state, or federal law enforcement~~
45 ~~agency when taking courses in a state mandated BLET training program, are exempt~~
46 ~~from tuition payment. Also, trainees shall be exempt from BLET class tuition if a letter~~
47 ~~of sponsorship from a state, county, or municipal law enforcement agency is on file at the~~
48 ~~college.~~
- 49 ~~(D) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged tuition.~~
- 50 ~~(E) High school students taking courses pursuant to Paragraph (c) (concurrent enrollment)~~
51 ~~and Paragraph (e) (cooperative high school programs) of 23 SBCCC 02C-.0305 of this~~
52 ~~Chapter shall not be charged tuition.~~
- 53 ~~(F) Patients in state alcoholic rehabilitation centers shall not be charged tuition.~~

~~(G) — Juveniles committed to the Department of Juvenile Justice and Delinquency Prevention shall not be charged tuition.~~

~~(H) — Prison inmates shall not be charged tuition.~~

~~(b) Pre Enrollment Deposit. The local board of trustees may establish a pre enrollment deposit up to a maximum of fifteen dollars (\$15.00). The pre enrollment deposit, if established, shall be required only when a prospective student has made application for admission and has been accepted. This advance payment is not refundable unless the class(es) fails to materialize or a refund is required by the death of the student. This advance payment shall be deposited to the State Treasurer and credited against the full tuition due from the student during the regular registration period. For the purposes of this Rule, any tuition refund granted shall not include the pre enrollment deposit of the student unless a refund is granted when a class fails to materialize or because of the student's death.~~

~~(c) Late Enrollment Fee. A late enrollment fee up to five dollars (\$5.00) may be charged curriculum students registering after the specific closing date of registration, with such fees becoming state funds.~~

~~(d) Tuition Refunds:~~

~~(1) — A refund shall not be made except under the following circumstances:~~

~~(A) — A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.~~

~~(B) — A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.~~

~~(C) — For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.~~

~~(D) — A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.~~

~~(2) — To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.~~

~~(3) — Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.~~

~~(4) — For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.~~

~~(e) Military Tuition Refund. Upon request of the student, each college shall:~~

~~(1) — Grant a full refund of tuition and 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 then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and~~

~~(2) — Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.~~

~~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.~~

1 ~~(a) Registration fees for Non-Curriculum Extension Instruction. For purposes of administration of this Rule, non-~~
 2 ~~curriculum extension instruction means all instruction organized, supervised, or delivered outside the regular~~
 3 ~~curriculum programs offered by the college.~~

4 ~~(1) A registration fee, as established by the State Board, as set by the Legislature shall be charged for~~
 5 ~~each occupational extension class.~~

6 ~~(2) Each local board shall establish registration fees for Community Service Programs.~~

7 ~~(3) All recreational courses shall be self supporting. Colleges shall collect and deposit to a local~~
 8 ~~account fees and other contributions to support entirely the costs of all recreational extension~~
 9 ~~courses taught. Also note Paragraph (e) of Rule .0325 of this Subchapter regarding the reporting~~
 10 ~~of student membership hours for this area.~~

11 ~~(4) Registration Fee Waivers:~~

12 ~~(A) Special Extension Training Programs. No registration fees shall be charged students~~
 13 ~~enrolling for special extension training programs that directly relate to job performance~~
 14 ~~set forth in G.S. 115D-5(b).~~

15 ~~(B) College Staff Members. Full time college staff members employed for a 9, 10, 11, or 12~~
 16 ~~month term may enroll in one extension or curriculum course per semester in the system~~
 17 ~~without registration fee or tuition charges.~~

18 ~~(C) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged registration~~
 19 ~~fees.~~

20 ~~(D) Prison inmates shall not be charged registration fees.~~

21 ~~(E) Elementary and secondary school teachers who take CPR or first aid classes shall not be~~
 22 ~~charged registration fees.~~

23 ~~(F) Members of the North Carolina Civil Air Patrol and individuals engaged in civil~~
 24 ~~preparedness who take special extension training courses that directly relate to their job~~
 25 ~~performance shall not be charged registration fees.~~

26 ~~(b) Self-Supported Classes. A self supporting class is not reported to the state for budget FTE since the cost of~~
 27 ~~conducting the course is paid by students enrolled. A college may sponsor self supporting classes, deposit income~~
 28 ~~(if any) to a local account, and pay all expenses from the local account. Each student shall pay a pro rata share of~~
 29 ~~the cost of a self supporting class. Since the cost for a self supporting class is not considered a registration fee, the~~
 30 ~~pro rata cost for any individual or group is not waived under G.S. 115D-5(b) or G.S. 115B-2.~~

31 ~~(1) To promote uniformity in determining cost of the self supporting classes, direct and indirect costs~~
 32 ~~for these classes are defined as follows:~~

33 ~~(A) Direct Costs~~

34 ~~(i) Instructor(s) salary including FICA, travel, and course development costs;~~

35 ~~(ii) Instructional supplies and materials;~~

36 ~~(iii) Rental of buildings;~~

37 ~~(iv) Advertising, printing, postage, and mailing;~~

38 ~~(v) Equipment;~~

39 ~~(vi) Refreshments; and~~

40 ~~(vii) Administrative or clerical costs.~~

41 ~~(B) Indirect Costs.~~

42 ~~Indirect costs are the charges for activities and services that support self supporting~~
 43 ~~classes which cannot be directly and exclusively assigned to a self supporting class.~~
 44 ~~Examples of indirect costs shall include utilities, custodial and security services,~~
 45 ~~coordination, administration, or clerical, salary and fringe benefits.~~

46 ~~(2) If self supporting receipts (all categories: e.g., curriculum, community service) exceed~~
 47 ~~expenditures for the fiscal year the following provisions apply:~~

48 ~~(A) Surplus funds shall be expended for student financial aid, scholarships, or program~~
 49 ~~improvement. All expenditures shall directly benefit students.~~

50 ~~(B) Funds derived from self supporting classes shall not be used for:~~

51 ~~(i) Supplemental salaries of any personnel;~~

52 ~~(ii) Administrative support of the college, other than noted above, and only for~~
 53 ~~activities that directly benefit students; and~~

54 ~~(iii) College entertainment expense. (Educational activities for non-college~~
 55 ~~personnel or college personnel to enhance student success would not be~~

- 1 entertainment. Functions in which the primary purpose is fundraising would be
 2 entertainment.)
- 3 (3) — Each local board of trustees shall adopt a policy regulating the amount of mark-up the college may
 4 charge for a self-supporting class and how surplus funds derived from these classes may be used.
 5 Each local board of trustees shall review its policy on self-supporting classes at least once every
 6 three years. All expenditures must be consistent with the mission and purpose of the community
 7 college system.
- 8 (c) ~~Driver Education.~~ Colleges shall collect a student fee as established by the local board of trustees for the adult
 9 driver education training course offered through the community service program.
- 10 (d) ~~Registration Fee Refunds.~~ A refund shall not be made except under the following circumstances:
- 11 (1) — A student who officially withdraws from an extension class(es) prior to the first class meeting
 12 shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an
 13 applicable class fails to "make" due to insufficient enrollment.
- 14 (2) — After the respective class begins, a 75 percent refund shall be made upon the request of the student
 15 if the student officially withdraws from the class prior to or on the 10 percent point of the
 16 scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the
 17 class meets or the number of hours the class is scheduled to meet.
- 18 (3) — A 100 percent refund shall be made if the student officially withdraws from a contact hour class
 19 prior to the first day of class of the academic semester or term or if the college cancels the class.
 20 A 75 percent refund shall be made if the student officially withdraws from a contact hour class on
 21 or before the tenth calendar day of the class.
- 22 (4) — For a class(es) which the college collects receipts which are not required to be deposited into the
 23 State Treasury account, the college shall adopt local refund policies.
- 24 (5) — If a student, having paid the required registration fee for a semester or term, dies during that
 25 semester (prior to or on the last day of examinations of the college the student was attending), all
 26 registration fees for that semester or term may be refunded to the estate of the deceased.
- 27 (e) ~~Military Registration Fee Refund.~~ Upon request of the student, each college shall:
- 28 (1) — Grant a full refund of registration fees to military reserve and national Guard personnel called to
 29 active duty or active duty personnel who have received temporary or permanent reassignments as
 30 a result of military operations then taking place outside the state of North Carolina that make it
 31 impossible for them to complete their course requirements; and
- 32 (2) — Buy back textbooks through the colleges' bookstore operations to the extent possible.
- 33 ~~Colleges shall use distance learning technologies and other educational methodologies to help these students, under
 34 the guidance of faculty and administrative staff, complete their course requirements.~~
- 35
- 36 *History Note: — Authority G.S. 115D-5; 115D-39; S.L. 1995, c. 625;*
 37 *Eff. February 1, 1976;*
 38 *Amended Eff. September 1, 1993; August 1, 1983; August 17, 1981;*
 39 *Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent*
 40 *rule becomes effective, whichever is sooner;*
 41 *Amended Eff. June 1, 1994;*
 42 *Temporary Amendment Eff. June 1, 1997;*
 43 *Amended Eff. September 1, 2011; August 1, 2002; July 1, 1998.*
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