



STATE BOARD OF COMMUNITY COLLEGES
Public Comments
Proposed Adoption of Title 1, Chapter E – Student Tuition and Fees
Comment Period Ending 27 March 2014

	Page and Line Number	Public Comment	System Office Recommendation
1.	Page 2, lines 13-15	<p>Regarding page 2 of the draft of Title I, Chapter E, Student Tuition and Fees, IE SBCCC 200.2 (a) are we to conclude in layman’s terms:</p> <p>Students cannot pay for curriculum or continuing education classes after the first day of classes, thus making a “late” registration period and drop/add period obsolete? If so, our colleges need to know asap since academic calendars, most likely, are being solidified now. Brunswick, traditionally, uses the first two days of the semester (of classes) to drop/add and to serve late registrants.</p> <p>I am referring to the language: “Time Due. Tuition, registration fees, and other fees required for enrollment are due at the time of the student’s registration or on a specific date prescribed by the college that is on or before the first date of the course section.”</p> <p>*****</p> <p>I would like to suggest new language, “Time Due. Tuition, registration fees, and other fees required for enrollment are due at the time of the student’s registration or on a specific date set by the college.”</p> <p>If we can see that students will qualify for financial aid but need to begin classes before the final notification is in, would we still be able to allow those students into</p>	<p>Revise p. 2 of 18, lines 13-15 as follows: <u>“Time Due. Tuition, registration fees, and other fees required for enrollment are due at the time of the student’s registration or on a specific date prescribed by the college that is on or before the first date of the course section. If a student registers on or before the first date of a course section, tuition, registration fees, and other fees required for enrollment are due on a specific date prescribed by the college that is on or before the first date of the course section. If a student registers after the first date of the course section, tuition, registration fees, and other fees required for enrollment are due at the time of the student’s registration. A student may satisfy the requirement for payment due through one or more of the following four methods:</u></p> <p><u>1) Directly paying the college.</u></p> <p><u>2) Demonstrating to the college’s satisfaction that the student is eligible</u></p>

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		class? I am still trying to grasp the “more flexibility to the colleges” intent of the change.	<p><u>for financial aid or other third-party payment.</u></p> <p>3) <u>Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).</u></p> <p>4) <u>Providing evidence of eligibility for a tuition or registration fee waiver consistent with 1E SBCCC 800.”</u></p>
2.	Page 2, lines 13-15	<p>Under 1E SBCCC 200.2 (Time Due, Deferred Payment Failure to Pay), section (a) states that fees required for enrollment are due on or before the first date of the course section.</p> <p>Question – What about longer CE courses where the census date may be the 2nd class meeting? CE students can be counted for FTE if they are enrolled on or before the census date.</p>	The System Office recommended revision in response to Comment 1 above would resolve this question.
3.	Page 2, lines 24-26	This subchapter proposes that credentials not be awarded if there is an outstanding balance. This would be a significant change. We currently post credentials and hold release of transcripts and diplomas. It will increase the complexity of the graduation process.	Revise p. 2, lines 24-26 as follows: “Failure to Pay. Unless otherwise prohibited by law, colleges may not enroll or award <u>distribute</u> an academic credential to a student with an outstanding balance for tuition or registration fees except under the following circumstances:”
4.	Page 3, lines 1-4	Suggested change to the language in bold: “ <u>Unless otherwise prohibited by law, colleges may withhold</u>	Revise consistent with the recommendation.

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		<p><u>transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit a college's board of trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances that are allowable under law."</u></p>	
5.	Page 3, line 24	<p>Suggested change to the language in bold: "<u>college(s) with in which the student is enrolled to ensure the student is not charged more tuition</u>"</p>	<p>Revise consistent with the recommendation.</p>
6.	Page 6, lines 16-26	<p>The following items are of concern for clarification:</p> <p>1. 1E SBCCC 600.1 Definitions – (a) Direct costs and (b) Indirect costs</p> <p>a. Direct costs - <i>The costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section.</i></p> <p>b. Indirect costs - <i>The costs associated with activities and services that support instruction,</i></p>	<p>The current definition of "indirect costs" is adequate. Given that each college is organized differently, the administrative costs that indirectly support self-supporting course sections may vary significantly. For example, what is meant by a "program coordinator/director" at one college may mean something completely different at another college; likewise, how much time such a position spends administering self-supporting course sections vs. other duties would vary not only by college, but possibly vary over time as the college adjusts to changing community needs.</p>

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	Page 6, line 19	<p><i>but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section.</i></p> <p>Administrative costs under Indirect costs is unclear, especially since the last phrase states, “which cannot be exclusively assigned to a course section.” Is this referring to the Program Coordinator/Director’s salary and benefits or some other administrative costs...it is unclear! Or Is it your intention to not include a Program Coordinator’s and/or Program Director’s salary and benefits as part of the Direct and Indirect Costs?</p> <p>Direct costs –Course development costs.</p> <ul style="list-style-type: none"> Clarification – Is this to mean course development from an instructor’s perspective or administrative course development such as what a Program Coordinator/Director would do when setting up and administrating a self-supporting course? <p>Clarification needed to determine what is required be paid out of self-support and how that</p>	<p>Regarding “course development,” that could be clarified by changing it to “course <u>curriculum</u> development”.</p>

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	Page 8, lines 14-26	<p>should be determined and achieved. In many schools that I have direct knowledge, only instructional costs are paid for out of OE self-support. Community Enrichment Programs is the only area being held to a higher standard where all costs (instructional, administrative, supplies/materials, equipment, etc.) are required to be paid out of self-support.</p> <p>2. IE SBCCC 600.4 Deposit and Use of Self-supporting Fees</p> <p>(b) Use of Self-Supporting Fee Receipts - Self-supporting fee receipts shall be used to support the direct and indirect costs of the self-supporting course sections. Colleges shall not use state funds for direct costs of self-supporting course sections. If a full-time faculty member teaches a self-supporting course section, colleges shall either 1) pro-rate the faculty salary based on the time allocated between state-funded and self-supporting course sections in the faculty member's course load, or 2) reimburse State funds an amount equal to the number of instructional hours associated with self-supporting course section multiplied by the instructor's hourly rate of pay.</p>	<p>We do not recommend changing the language to specifically address director/coordinator salaries. We believe colleges need flexibility depending on varying local organizational structures and are concerned that being too prescriptive about indirect costs would make the policy too complicated to reasonably administer.</p>

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	<p>Page 13, lines 2-12 and Page 8, lines 27-28</p>	<p>The example here is to reimburse full-time faculty and no mention of Coordinators and/or Directors salaries and benefits, etc. Clarification needed. . .are a Coordinators and/or Directors salaries (Curriculum and/or Continuing Education) to be includes under this section. If it is your intention that Coordinators and/or Directors salaries not be included, please make this clearer.</p> <p>(c) Excess Receipts – If self-supporting receipts exceed expenditures for the fiscal year, colleges shall comply with 1E SBCCC 700.7</p> <p><i>1E SBCCC 700.7 Excess Fee Receipts</i> <i>If receipts collected through fees authorized by 1E SBCCC 600.3, 700.5 and 700.6 <u>exceed expenditures on authorized purposes</u>, the following provisions apply:</i></p> <p><i>(a) Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.</i></p>	<p>Regarding “excess receipts”, we would recommend clarifying by changing 1E SBCC 600.4(c) to provide, “If self-supporting receipts exceed expenditures for the fiscal year, colleges shall <u>use excess receipts to either support the costs of future self-supporting course sections or to support costs authorized by</u> comply with 1E SBCCC 700.7.”</p>

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		<p><i>(b) Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.</i></p> <p>Clarification needed: “If self-supporting receipts exceed expenditures for the fiscal year, colleges shall comply with 1E SBCCC 700.7”</p> <p>It is paramount that the receipts exceed expenditures for the fiscal year for the following reasons:</p> <ol style="list-style-type: none"> 1) Fees are paid in March, April, May and June for self-supporting classes that begin in July and August. Those fees collected must cover instructional costs, supplies, materials, equipment, and administrative costs (salaries, benefits, etc.) from mid-June through mid-September – in my case, approximately \$55,000. 2) Receipts must exceed expenditures to account for fees collected to replace and repair equipment from one year to the next. Approximately \$50,000 should remain the self-supporting accounts to cover equipment costs. Self-supporting courses do not receive equipment dollars coming back to the college. 3) Colleges receive an operating budget in July. Your statement implies that receipts should not exceed 	

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		<p>expenditures. Self-supporting programs are then at a disadvantage to FTE generating courses/programs offered at the college; we will have no operating capital from which to carry on business.</p> <p>Your statement in (b) <i>Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.</i></p> <p>Clarification needed: Receipts shall not be used for any of the following purposes: . . . administrative costs, etc.</p> <p>§ What administrative costs are you referencing?</p> <p>I have been the Director of Community Enrichment Programs since 1983 and have been through all the changes of going from FTE generating courses to totally Self-Support. I have worked under different administrations who interpreted these codes very differently. Those of us who work diligently to administer programs as directed by the system office, fight hard battles to stay afloat when our budgets look like “free money.” We need the support and backing of the system office and not give the impression that money should be removed at the end of a fiscal year. We can’t operate under these</p>	

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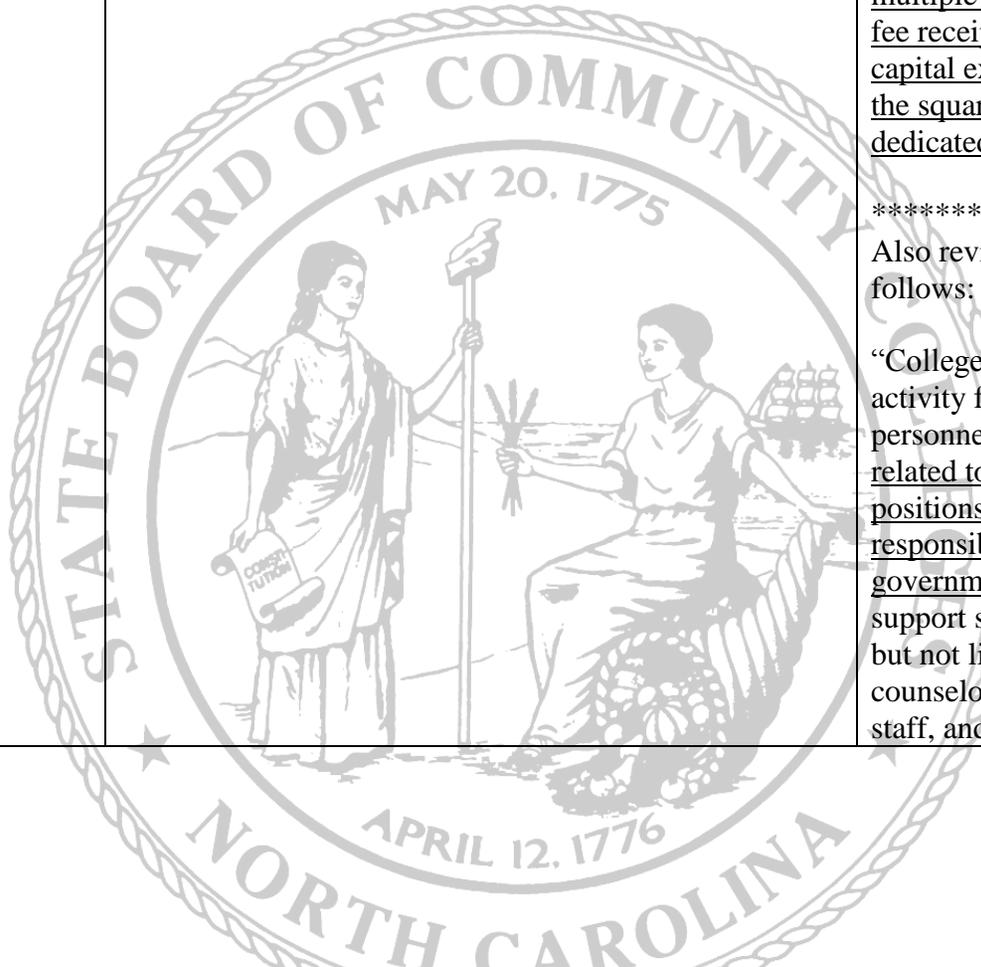
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		<p>circumstances. Please clarify some of these areas and require the same standards of all self-supporting courses, regarding administrative costs and how salaries are to be paid.</p> <p>One last statement, since becoming totally self-supporting my job has become extremely more difficult. The responsibility of running a small business, paying for salaries, supplies, equipment, benefits, etc. is no small task. Students taking Community Enrichment self-supporting classes generate revenue for the community in many ways; purchasing supplies and materials from local businesses, many start their own small business from taking upholstery, pottery, etc. We also impact the equipment dollars coming back to our own community college; yet we don't receive any of those dollars. I am asking that you think of and treat all self-supporting classes the same. If you require Community Enrichment self-support classes to pay "all" salaries (instructional and administrative), etc., then require it of Occupational Extension, and Curriculum. If your intension is not to require all administrative salaries to be covered by self-support dollars, then make that clear for those of us who had been held to that standard.</p>	
7.	Page 6, lines 24-26	Commenter stated that the sub-section addressing direct costs, "reads awkwardly." The phrase "which cannot be	No change recommended. The repetition is intentional.

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		exclusively assigned to a course section" is repeated twice.	
8.	Page 7, lines 4-6 (also Page 18, line 24)	The commenter heard that 1E SBCCC 600.3 had been deleted. Assuming 1E SBCCC 600.3 had been deleted, the commenter provided the following: Should the words, "self-supporting fees" be deleted since the paragraph from 1E SBCCC 600.3 has been deleted? There are no self-supporting fees approved by the BOT. This new policy uses self-supporting fees interchangeably with self-supporting registration fees. The statements above the self-supporting fees mentioned apply to the rule below that was deleted.	Commenter mistakenly believed that 1E SBCCC 600.3 had been deleted. Since that section has not been deleted, the comment is not applicable.
9.	Page 9, lines 25-26	The Student Activity Fees section indicates that, "student activity fees shall not exceed \$35 per academic term." By definition the summer would be included as an academic term, so this implies we can charge \$105 per year per student. Is that the intention?	No change recommended. It is possible for a college to charge \$105 per year per student.
10.	Page 10, lines 4-6	Commenter wants to know whether student activity fees may be used to support capital expenditures associated with instructional space.	Revise page 10, lines 4-6 as follows: "For the purposes of this section, "student activity" means an activity that is primarily for the benefit of students and whose participants are primarily students, <u>excluding instruction for which students pay tuition and registration fees.</u> " *****

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			<p>Also revise p. 10, lines 24-25 as follows:</p> <p>(F) Capital improvement projects constructed for student activities, such as student centers, <u>student lounges</u>, and athletic facilities. <u>If a capital improvement project serves multiple purposes, student activity fee receipts may be used to support capital expenditures in proportion to the square footage of the project dedicated to student activities.</u></p> <p>*****</p> <p>Also revise p. 10, lines 26-29 as follows:</p> <p>“Colleges shall not use student activity fee receipts to support personnel and other operating costs <u>related to college employees having positions that are the fiscal responsibility of the State or local governments and</u> do not directly support student activities, including, but not limited to, academic advisors, counselors, recruiters, admissions staff, and security personnel.</p>



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			<u>Colleges shall not use student activity fee receipts for capital improvements projects constructed for purposes other than student activities.”</u>
11.	Page 11, lines 5-7	NCACCP voted at 19 February 2014 meeting to recommend deletion of the entire second sentence, "The instructional technology fee shall not exceed \$16 per academic term for curriculum students and \$5 per course for continuing education students." The NCACCP recommends elimination of the maximum amount that colleges may charge students for Instructional Technology fees because they would like for that to be a completely local decision.	Adhere to SBCC policy decision on the comment.
12.	Page 11, lines 22-29	In reviewing the attached edition of this policy, we have the following questions or just want to highlight for your information to be sure it's intentional. The document refers to CAPS as CAP. We would love to see that corrected as it omits a critical piece of what the fee is for. Even the heading reads "College Access and Parking (CAP) Fees". Permissible uses include security. We prefer the title and reference be College Access, Parking and Security (CAPS) Fee.	Revise consistent with the recommendation.
13.	Page 14, lines 9-15	Suggested change to the language in bold: Line 9: <u>“provided to members of groups and organizations that are expressly authorized by law.”</u> Line 11: <u>“Persons in an authorized group or organization must meet the same admission”</u>	Revise consistent with the recommendation.

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		Line 15: “ <u>member of an authorized group or organization.</u> ”	
14.	Page 14, lines 28-31	The Annual Reporting Requirement subsection provides, “the college president shall report the amount of tuition and registration fees waived....” Prior language stated, “the college shall report....” The commenter would prefer the prior language.	Revise consistent with the recommendation. Also, revise p. 9, line 16 consistent with the public comment.
15.	Page 18, line 10	The words, “national Guard” needs to be capitalized as “National Guard.”	Revise consistent with the recommendation.

1 (a) Colleges shall charge students tuition and registration fees consistent with this chapter.
2 Colleges are authorized to charge self-supporting and local fees established by their boards of
3 trustees consistent with this chapter.

4 (b) Colleges shall provide students through publicly-available means information about all
5 approximate tuition and fees required for a course prior to enrollment. Tuition and fees shall
6 be kept to a minimum consistent with the State Board philosophy to keep student costs as
7 low as possible.

8
9 *History Note: Authority G.S. 115D-5; G.S. 115D-39*
10 *Eff. May 1, 2014*

11
12 **1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay**

13 (a) Time Due. Tuition, registration fees, and other fees required for enrollment are due at the
14 time of the student's registration or on a specific date prescribed by the college that is on or
15 before the first date of the course section. To ensure tuition receipts are deposited to the
16 credit of the fiscal year in which the Fall academic term occurs, colleges shall begin
17 collecting curriculum tuition payments for the Fall academic term on or after July 1 of that
18 year.

19 (b) Deferred Payment. The college may, with approval of the board of trustees, prescribe written
20 procedures to permit short-term deferred payment or payment in installments; provided,
21 however, that payment in full is due by the end of the academic term. For the purposes of this
22 section, "short term" is defined as a period that does not extend beyond the last day of the
23 academic term.

24 (c) Failure to Pay. Unless otherwise prohibited by law, colleges may not enroll or award an
25 academic credential to a student with an outstanding balance for tuition or registration fees
26 except under the following circumstances:

27 (1) The college anticipates that the outstanding balance will be paid using pending financial
28 aid; or

29 (2) A person or organization demonstrates to the satisfaction of the college the ability to pay
30 the outstanding obligation and guarantees in writing to pay the balance if the student fails
31 to do so.

1 Unless otherwise prohibited by law, colleges may withhold transcripts of grades and any
2 other service pending resolution of outstanding obligations. This statement shall not be
3 construed to prohibit a college's board of trustees from adding more stringent provisions
4 regarding outstanding balances that are allowable under law.
5

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

7 *Eff. May 1, 2014*
8

9 **SUBCHAPTER 300. CURRICULUM TUITION**

10
11 **1E SBCCC 300.1 Tuition for Curriculum Programs**

12 (a) Tuition Rates. The State Board shall set a uniform tuition rate per credit hour and a
13 maximum tuition amount per academic term for resident and non-resident students consistent
14 with actions taken by the General Assembly.

15 (b) Tuition Required. Colleges are required to charge students tuition to enroll in a curriculum
16 course that earns Budget FTE as described in 1G SBCCC 100.99. Students are required to
17 pay tuition, or have a third-party pay on their behalf, to enroll in a curriculum course, unless
18 waived by law. See also 1E SBCCC Subchapter 800.

19 (c) Tuition for Student Enrolled in More than One College. If a student enrolls for the same
20 academic term at two or more community colleges, the student may pay the total amount of
21 tuition and registration fees to the student's "home" college, at the discretion of the "home"
22 college. For the purposes of this section, "home" college means the college in which the
23 student initially enrolls for the academic term. The "home" college shall work with the other
24 colleges with which the student is enrolled to ensure the student is not charged more tuition
25 than the maximum allowed by the State Board for the academic term. Student membership
26 hours as defined in Chapter G for instruction received shall be reported by the college in
27 which the respective instruction occurred.

28 (d) Deposit of Tuition. All tuition receipts are State funds. Colleges must deposit all tuition
29 receipts to the credit of the State Treasurer, consistent with State law.
30

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

1 Eff. May 1, 2014

2
3 **1E SBCCC 300.2 Family Relocation Tuition**

4 (a) As provided by G.S. 115D-39(a), community colleges may charge resident tuition rates to
5 nonresident students who are members of families that were transferred to this state by
6 businesses, industries, or civilian families transferred by the military, for employment. Prior
7 to enrollment at the resident tuition rate, the nonresident student shall fulfill the following
8 conditions:

9 (1) Demonstrate that his or her family moved to this state within the 12 months preceding
10 enrollment;

11 (2) Present a letter to the college from the employer on corporate letterhead stating that the
12 employee, through whom the student claims this benefit, relocated to this state for
13 employment with that business, industry, or military establishment;

14 (3) Present proof of his or her familial relationship with the employee, unless the student is
15 the employee;

16 (4) Present proof that the student lives in the same house with the employee, unless the
17 student is the employee;

18 (5) Present proof that the student is financially dependent on the employee through which the
19 student claims this benefit, unless the student is the employee; and

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

21 (b) The number of students at a college eligible for resident tuition under this Rule in a given
22 academic year shall not exceed one percent of the average number of nonresident students,
23 rounded up to the next whole number, enrolled at the college during the preceding academic
24 year. If a college charges resident tuition to students eligible under this section, eligible
25 students shall be granted this benefit on a first-come, first-served basis.

26 (c) Each local board of trustees shall adopt and publish a written policy specifying whether the
27 college will charge resident tuition rates to nonresident students who satisfy the provisions of
28 this section. If a local board of trustees adopts a policy that allows the college to charge
29 resident tuition rates to nonresident students who satisfy the provisions of this section in
30 some instances and not in others, the local board of trustees' policy shall specify the factors

1 the college will use to determine when to grant the resident tuition rate and when to deny the
2 resident tuition rate.

3
4 *History Note: Authority G.S. 115D-5; G.S. 115D-39*
5 *Eff. May 1, 2014*

6
7 **SUBCHAPTER 400. CONTINUING EDUCATION REGISTRATION FEES**

8
9 **1E SBCCC 400.1 Continuing Education Registration Fees**

10 (a) Registration Fee Rates. The State Board shall set a uniform registration fee schedule for
11 continuing education courses based on course length, consistent with actions taken by the
12 General Assembly.

13 (b) Registration fee required. Colleges are required to charge students a registration fee to enroll
14 in a continuing education course section that earns budget FTE as described in 1G SBCCC
15 100.99. Students are required to pay a registration fee, or have a third-party pay on their
16 behalf, to enroll in a continuing education course, unless waived by law. See also 1E SBCCC
17 Subchapter 800.

18 (c) Deposit of Registration Fees. All registration fee receipts are State funds. Colleges must
19 deposit all registration fee receipts to the credit of the State Treasurer, consistent with State
20 law.

21
22 *History Note: Authority G.S. 115D-5; G.S. 115D-39*
23 *Eff. May 1, 2014*

24
25 **SUBCHAPTER 500. ADULT HIGH SCHOOL EQUIVALENCY TEST FEES**

26
27 **1E SBCCC 500.1 Adult High School Equivalency Test Fees**

28 (a) Adult High School Equivalency Testing Fee. The State Board of Community Colleges shall
29 establish a uniform fee charged to students taking an adult high school equivalency test
30 administered at a community college. The adult high school equivalency testing fee is

1 separate and in addition to the fee, if any, charged by and retained by a third-party entity
2 under contract with the System Office to provide the adult high school equivalency test.

3 (b) Required Payment. Students must pay the adult high school equivalency testing fee prior to
4 taking any test within the adult high school equivalency test battery.

5 (c) Deposit of Fees. All adult high school equivalency testing fee receipts are State funds.
6 Colleges must deposit all testing fee receipts to the credit of the State Treasurer, consistent
7 with State law.

8
9 History Note: Authority G.S. 115D-5; G.S. 115D-39
10 Eff. May 1, 2014

11
12 **SUBCHAPTER 600. SELF-SUPPORTING COURSE SECTIONS**

13
14 **1E SBCCC 600.1 Definitions**

15 The following definitions apply to this Subchapter:

16 (a) “Direct costs” - The costs required to provide an instructional course section. Examples of
17 direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e.
18 retirement contributions, health insurance, etc.), travel to and from the instructional site,
19 course development costs, instructional supplies, equipment, building rental, insurance,
20 advertising, printing, postage, mailing costs, and any other costs specifically related to the
21 course section. Refreshments and meals may be included as a direct cost if disclosed to
22 potential students prior to the start of the course section.

23 (b) “Indirect costs” – The costs associated with activities and services that support instruction,
24 but which cannot be exclusively assigned to a course section. Examples of indirect costs
25 include, but are not limited to, student services, administrative costs, utilities, custodial
26 services, and security services, which cannot be exclusively assigned to a course section.

27 (c) “Self-supporting” - Funding the direct and indirect costs of a course or set of courses through
28 receipts collected from students or from a third-party on behalf of students enrolled in the
29 course or set of courses.

30
31 History Note: Authority G.S. 115D-5; G.S. 115D-39

1 Eff. May 1, 2014

2
3 **1E SBCCC 600.2 Authority to Charge Self-supporting Fees**

4 (a) Authority to Charge. Colleges are authorized to offer curriculum and continuing education
5 course sections on a self-supporting basis and charge self-supporting fees to students who
6 enroll in self-supporting course sections.

7 (b) Local Policy. The board of trustees shall adopt a policy regulating self-supporting activities
8 prior to a college offering self-supporting course sections. This policy shall include, at
9 minimum, the following elements:

10 (1) The method the college must use to determine self-supporting fee rates, and

11 (2) The permissible uses of excess funds generated from self-supporting activities.

12
13 History Note: Authority G.S. 115D-5; G.S. 115D-39

14 Eff. May 1, 2014

15
16 **1E SBCCC 600.3 Self-supporting Fee Rates**

17 (a) A college shall set all self-supporting fees consistent with the policy adopted by its board of
18 trustees. A college may adopt different self-supporting fees for different courses and
19 activities, subject to the limitations established by this subsection.

20 (b) Curriculum Self-Supporting Fee Rates: Colleges shall determine self-supporting fees for
21 curriculum courses using one of the following two methods of calculation:

22 (1) Pro-rata Share Method. The amount charged to each student shall approximate the pro-
23 rata share of the direct and indirect costs associated with providing self-supporting
24 instruction. Unless the college can demonstrate a need for a higher rate, a college may
25 estimate indirect costs by applying its federal indirect cost rate or a rate up to 25%,
26 whichever is higher, to the direct costs of providing the self-supporting activity. The
27 amount charged to the student shall be calculated based on either 1) the estimated costs of
28 an individual self-supporting course section divided by the number of students expected
29 to enroll in the course section or 2) the estimated costs of a set of self-supporting course
30 sections divided by the number of students expected to enroll in the set of course
31 sections. Each student must pay the self-supporting fee even if the sum of the curriculum

1 tuition and self-supporting fees charged to the student for the academic term exceeds the
2 maximum tuition rate set by the State Board and academic term.

3 (2) Transparent Rate Method. The college shall charge each student an amount consistent
4 with the curriculum tuition rate based on residency status. The transparent rate method
5 shall only be used if the receipts generated through this method can adequately support
6 the direct and indirect costs of the self-supporting instruction.

7 (c) Continuing Education Self-Supporting Fee Rates: Colleges shall set self-supporting fees for
8 continuing education course sections at a level at or below the local market rate for the type
9 of continuing education instruction provided.

10
11 History Note: Authority G.S. 115D-5; G.S. 115D-39
12 Eff. May 1, 2014

13
14 **1E SBCCC 600.4 Deposit and Use of Self-supporting Fees**

15 (a) Deposit of Self-Supporting Fees. Colleges shall deposit self-supporting fee receipts in an
16 institutional unrestricted general ledger account. Any course section initially designated as
17 self-supporting cannot be changed to a State-funded designation after the college collects any
18 receipts for the course section.

19 (b) Use of Self-Supporting Fee Receipts. Self-supporting fee receipts shall be used to support the
20 direct and indirect costs of the self-supporting course sections. Colleges shall not use state
21 funds for direct costs of self-supporting course sections. If a full-time faculty member teaches
22 a self-supporting course section, colleges shall either 1) pro-rate the faculty salary based on
23 the time allocated between state-funded and self-supporting course sections in the faculty
24 member's course load, or 2) reimburse State funds an amount equal to the number of
25 instructional hours associated with self-supporting course section multiplied by the
26 instructor's hourly rate of pay.

27 (c) Excess Receipts. If self-supporting receipts exceed expenditures for the fiscal year, colleges
28 shall comply with 1E SBCCC 700.7.

29
30 History Note: Authority G.S. 115D-5; G.S. 115D-39
31 Eff. May 1, 2014

SUBCHAPTER 700. LOCAL FEES

1E SBCCC 700.1 General Provisions

- (a) Authority to Charge. Colleges are authorized to charge local fees that are established by the local board of trustees under the provisions of this Subchapter.
- (b) Local Policy. The local board of trustees must establish all local fees and adopt policies governing the use of local fee receipts, consistent with this Subchapter.
- (c) Deposit and Use of Local Fees. Colleges shall deposit receipts derived from local fees in an unrestricted institutional account. Colleges shall use local fee receipts only for the purposes for which the fee was approved by the local board of trustees, consistent with this Subchapter.
- (d) Local Fees Charged to Students Attending More than one College: If a student enrolls for the same semester at two or more colleges of the system, the student shall pay local fees required by each institution, as prescribed by the colleges' local fee policies.
- (e) Annual Reporting Requirement. The college president shall report all required local fees established by the board of trustees to the System Office on an annual basis as directed by the System Office.

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

Eff. May 1, 2014

1E SBCCC 700.2 Student Activity Fees

- (a) Student Activity Fee Rates. The local board of trustees is authorized to establish a fee charged to students to support student activities. The student activity fee shall not exceed \$35 per academic term. Student activity fees shall not be charged to individuals who participate only in meetings or seminars organized by the college. For the purposes of this Subchapter, "meeting or seminar" means a group of people gathered on a one-time basis primarily for discussion under the direction of a leader or resource person(s).

1 (b) Use of Student Activity Fee Receipts: Colleges shall use student activity fee receipts to
2 support the cost of providing student activities, excluding those activities listed in sub-
3 subsection (3) below.

4 (1) Permissible Activities: For the purposes of this section, “student activity” means an
5 activity that is provided primarily for the benefit of students and whose participants are
6 primarily students. Examples of student activities include the following:

7 (A) student centers;

8 (B) student government associations;

9 (C) student clubs;

10 (D) student enrichment and student social activities;

11 (E) student identification cards;

12 (F) student athletics;

13 (G) student health services; and

14 (H) student accident insurance

15 (2) Permissible expenses: In support of student activities, the college may use student
16 activity fee receipts to support the following types of expenses:

17 (A) College personnel directly providing student activities, such as student government
18 association staff, student activity coordinators, coaches, club sponsors, or club
19 advisors;

20 (B) Stipends or scholarships to students who serve as officers of student organizations;

21 (C) Employee and student travel to student activities held at off-campus locations;

22 (D) Other purchased goods or services needed to conduct the student activity;

23 (E) Equipment, including vehicles, used directly for student activities;

24 (F) Capital improvement projects constructed for student activities, such as student
25 centers and athletic facilities.

26 (3) Impermissible expenses: Colleges shall not use student activity fee receipts to support
27 personnel and other operating costs related to college employees that do not directly
28 support student activities, including, but not limited to, academic advisors, counselors,
29 recruiters, admissions staff, and security personnel.

30
31 History Note: Authority G.S. 115D-5; G.S. 115D-39

1 Eff. May 1, 2014

2
3 **1E SBCCC 700.3 Instructional Technology Fees**

4 (a) Fee Rates. The local board of trustees is authorized to establish a fee charged to students to
5 support student access to instructional technology. The instructional technology fee shall not
6 exceed \$16 per academic term for curriculum students and \$5 per course for continuing
7 education students. Instructional technology fees shall not be charged to individuals who
8 participate only in meetings or seminars.

9 (b) Use of Fee Receipts. Instructional technology fee receipts shall be used to support costs of
10 procuring, maintaining, and operating instructional technology, including both information
11 technology (hardware and software) used primarily for instructional purposes and specialized
12 instructional equipment necessary for hands-on instruction. Colleges are authorized to use
13 instructional technology fee receipts to hire support positions to operate, maintain, and repair
14 this technology, as well as buy the necessary supplies and materials for operations.
15 Instructional technology fee receipts shall not be used to purchase computers and other
16 technology used primarily by college employees, nor may instructional technology fee
17 receipts be used to support positions that do not directly support this instructional technology.

18
19 History Note: Authority G.S. 115D-5; G.S. 115D-39

20 Eff. May 1, 2014

21
22 **1E SBCCC 700.4 College Access and Parking (CAP) Fees**

23 (a) Fee Rates. The local board of trustees is authorized to establish a fee charged to students to
24 use college parking facilities and college property.

25 (b) Use of CAP Fee Receipts. CAP fee receipts shall only be used to support costs of acquiring,
26 constructing, and maintaining the college's parking facilities, parking enforcement, and
27 security of college property. Security costs include, but are not limited to, salaries, related
28 benefits, and operating costs associated with security personnel; contracted security services;
29 vehicles, equipment, and capital improvements necessary to secure college property.

30
31 History Note: Authority G.S. 115D-5; G.S. 115D-39

1 Eff. May 1, 2014

2
3 **1E SBCCC 700.5 Required Specific Fees**

4 (a) Fee Rates. The local board of trustees is authorized to establish specific fees to support other
5 required academic costs for consumable goods or services that are specifically required for a
6 course. Such academic costs include, but are not limited to, tools, uniforms, insurance,
7 certification/licensure fees, e-text, lab and other consumable supplies. The local board of
8 trustees shall set specific fee rates based on the estimated cost of providing the good or
9 service.

10 (b) Use of Specific Fee Receipts. Specific fee receipts shall be used for the purposes for which
11 they are charged. If specific fee receipts exceed expenditures for the purposes for which they
12 are charged, the college must expend the excess receipts consistent with the provisions
13 outlined in 1E SBCCC 700.7.

14
15 History Note: Authority G.S. 115D-5; G.S. 115D-39

16 Eff. May 1, 2014

17
18 **1E SBCCC 700.6 Other Fees**

19 (a) The local board of trustees is authorized to establish other fees. “Other fees” means fees to
20 support costs of goods or services provided by the college that are not required for
21 enrollment. Examples include, but are not limited to, student health and other insurance fees,
22 graduation fees, transcript fees, optional assessment fees, library/equipment replacement
23 fees, and fees to participate in a specific event or activity. The local board of trustees shall set
24 other fee rates based on the estimated cost of providing the good or service.

25 (b) Use of Fee Receipts. Other fee receipts shall be used for the purposes for which they are
26 charged. If other fee receipts exceed expenditures for the purposes for which they are
27 charged, the college must expend the excess receipts consistent with the provisions outlined
28 in 1E SBCCC 700.7.

29
30 History Note: Authority G.S. 115D-5; G.S. 115D-39

31 Eff. May 1, 2014

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1E SBCCC 700.7 Excess Fee Receipts

If receipts collected through fees authorized by 1E SBCCC 600.3, 700.5 and 700.6 exceed expenditures on authorized purposes, the following provisions apply:

- (a) Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.
- (b) Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

*History Note: Authority G.S. 115D-5; G.S. 115D-39
Eff. May 1, 2014*

SUBCHAPTER 800. WAIVERS

1E SBCCC 800.1 Definitions

The following definitions apply to this subchapter:

- (a) “Tuition and Registration Fee Waiver” - A waiver that exempts an individual from paying curriculum tuition or continuing education registration fees that would otherwise be required to enroll in a course and deposited with the State Treasurer. The amount waived represents revenue foregone by the State. A tuition and registration fee waiver shall not be construed to mean inclusion of any other fees or charges (i.e. local fees, textbooks/supplies, and insurance) that are required for enrolling in a course or program. The amount charged to students who qualify as a resident for tuition purposes pursuant to G.S. 115D-39 and G.S. 116-143 is not a tuition waiver for the purposes of this Subchapter.
- (b) “Authorized Group or Organization” - A category of students or organizations that are authorized by law to be granted a tuition or registration fee waiver.

1 (c) “Eligible Training” - Training that the State Board of Community Colleges has approved that
2 is eligible to be waived for a specific authorized group, consistent with law.

3
4 *History Note: Authority G.S. 115D-5; G.S. 115D-39*
5 *Eff. May 1, 2014*

6
7 **1E SBCCC 800.2 General Provisions**

8 (a) Authority to waive. Colleges shall waive tuition and registration fees for eligible training
9 provided to groups and organizations that are expressly authorized by law. The waiver of
10 local fees shall be governed by local boards of trustees.

11 (b) Admission Requirements. Persons in an authorized group must meet the same admission
12 requirements as students that are not in an authorized group to enroll in courses for which the
13 student is eligible for a waiver.

14 (c) Proof of Eligibility. To obtain a waiver, individuals must establish proof of eligibility as a
15 member of an authorized group. To be eligible for a tuition or registration fee waiver,
16 trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of
17 sponsorship from a state, county, or municipal law enforcement agency prior to enrollment
18 and uphold the terms of the sponsorship until completion of the BLET course. The college
19 must maintain documentation of the sponsorship on file.

20 (d) Reporting FTE: Unless otherwise prohibited by law, students eligible for an authorized
21 waiver shall be counted in the computation of enrollment for funding purposes (BFTE) in a
22 manner consistent with non-waived students, assuming all applicable reporting requirements
23 are met.

24 (e) Self-Supporting Courses: Community colleges shall not grant tuition and registration fee
25 waivers to students enrolled in self-supporting courses. The community college shall charge
26 the student the self-supporting fee or use institutional funds to pay for the self-supporting fee
27 on the student’s behalf.

28 (f) Annual Reporting Requirement. As directed by the System Office, the college president shall
29 report the amount of tuition and registration fees waived by the college on behalf of
30 individuals who are members of authorized groups or organizations on an annual basis to the
31 System Office.

1
2 History Note: Authority G.S. 115D-5; G.S. 115D-39
3 Eff. May 1, 2014
4

5 **SUBCHAPTER 900. REFUNDS**

6
7 **1E SBCCC 900.1 Curriculum Tuition Refunds**

8 (a) The following definitions apply to this provision:

9 (1) “Academic period” – An academic term or subdivision of an academic term during which
10 a college schedules a set of course sections.

11 (2) “Non-regularly scheduled course section” – A course section that meets the definition of
12 “non-regularly scheduled course section” found in 1G SBCCC 200.93(c).

13 (3) “Off-cycle course section” – A regularly scheduled course section that is not offered
14 consistent with an academic period.

15 (4) “Officially Withdraw” – The removal of a student from a course section by one of the
16 following methods:

17 (A) The student notifies the authorized college official, as defined by the college’s
18 published procedures for withdrawal, of the student’s intent to disenroll in a course
19 section as outlined in the college’s published procedures for withdrawal; or

20 (B) The college removes the student from the course section because the college cancels
21 the course section or for any other reason authorized by written college policy.

22 (5) “On-cycle course section” – A regularly scheduled course section that is offered
23 consistent with an academic period.

24 (6) “Regularly scheduled course section” – A course section that meets the definition of
25 “regularly scheduled course section” found in 1G SBCCC 200.93(b).

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

28 (1) On-Cycle Course Sections:

29 (A) A college shall provide a 100 percent refund to the student if the student officially
30 withdraws or is officially withdrawn by the college prior to the first day of the
31 academic period as noted on the college calendar.

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

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

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

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

9 (2) Off-Cycle Course Sections:

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

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

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

18 (3) Non-Regularly Scheduled Course Sections:

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

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

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

28
29 *History Note: Authority G.S. 115D-5; G.S. 115D-39*

30 *Eff. May 1, 2014*

31

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

2 (a) The following definitions apply to this provision:

3 (1) “Non-regularly scheduled course section” – A course section that meets the definition of
4 “non-regularly scheduled course section” found in 1G SBCCC 200.94(b).

5 (2) “Officially withdraw” – See definition in 1E SBCCC 900.1(4).

6 (3) “Regularly scheduled course section” – A course section that meets the definition of
7 “regularly scheduled course section” found in 1G SBCCC 200.94(a).

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

10 (1) A college shall provide a 100 percent refund to the student if the student officially
11 withdraws or is officially withdrawn by the college from the course section prior to the
12 first course section meeting.

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

15 (3) After a regularly scheduled course section begins, the college shall provide a 75 percent
16 refund upon the request of the student if the student officially withdraws or is officially
17 withdrawn by the college from the course section prior to or on the 10 percent point of
18 the scheduled hours of the course section. This sub-section applies to all course sections
19 except those course sections that begin and end on the same calendar day. Colleges shall
20 not provide a student a refund using State funds after the start of a course section that
21 begins and ends on the same calendar day.

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

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

28 Eff. May 1, 2014

30 **1E SBCCC 900.3 Refund Due to Death of Student**

1 If a student, having paid the required tuition or registration fees for a course section, dies prior to
2 completing that course section, all tuition and registration fees for that course section shall be
3 refunded to the estate of the deceased upon the college becoming aware of the student's death.
4

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

6 Eff. May 1, 2014
7

8 **1E SBCCC 900.4 Military Refund**

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

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

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

17 (b) Colleges shall use distance learning technologies and other educational methodologies, to the
18 extent possible as determined by the college, to help active duty military students, under the
19 guidance of faculty and administrative staff, complete their course requirements.
20

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

22 Eff. May 1, 2014
23

24 **1E SBCCC 900.5 Refund of Self-Supporting and Local Fees**

25 Local boards of trustees shall adopt local refund policies for self-supporting fees and local fees.
26

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

28 Eff. May 1, 2014