

CP 4.6.1 Student Expenses

Related Board of Trustee Policy: BP 4.6

Responsible Official VP of Learning and Student Services

Approvals 08/10/17

Revision 06/14/18

Procedure

Past Due Accounts

Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business office.

Residency Status for Tuition Purposes

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that, "To qualify as an in-state resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment in order to be considered for classification as a North Carolina resident."

Failure to provide accurate information for residency classification can result in classification as a nonresident and/or disciplinary action. All applicants who are petitioning for in-state residency must complete a North Carolina Residency-and-Tuition Status Application Form for further consideration and appeal. This form is available in the Student Services Office in the Administration Building (Building 11). Questions regarding residency status should be directed to the VP for Learning and Student Services.

Regulations concerning the classification of students by residence are set forth in "A Manual to Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available in the Student Services Office for student inspection.

Tuition Exemptions

College tuition exemptions are as follows:

- Current high school students taking courses at community colleges.
- Some students enrolled in the BLET training program.
- Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of traumatic injury sustained in the line of duty may be eligible for a tuition waiver.
- Any spouse or children (ages 17 to 22) of law enforcement officers, firefighters, volunteer firefighters, or rescue squad workers who are permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for waiver of tuition.

Audited Courses

- Except as otherwise provided by law, students who audit a course section are required to pay the applicable tuition, registration fee, and other fees charged.

- Senior Citizens – an individual is a senior citizen if the individual is at least 65 years of age as of the first day of the applicable course section. The individual must provide proof of age through a driver's license, State identification card, or other government-issued document.
 - A senior citizen may audit a course section without payment of any required tuition or registration fee.
 - Senior citizens shall pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section.
 - Senior citizens shall pay any applicable local fees to audit a course section consistent with the college's local fee policies.

Promissory Note Fee

Students who sign a promissory note to pay for tuition and books, will be assessed a \$20 setup fee.

Late Registration Fee

Currently enrolled students who do not pay tuition and fees on or before the day of registration will be assessed a \$5.00 late charge. New students or former students (students who were not enrolled during the past academic year) who register during the prescribed registration period will not be assessed a late registration fee.

Activity Fee

All curriculum students are required to pay the Student Government Activity Fee as follows: \$20.00 per semester. These fees are not refundable except when approved by the Vice President for Finance and Administration according to Business Office policy.

Student Insurance Fee

In order that every student may be covered by insurance in case of an accident, institutional policy requires that each student enroll in the accident insurance program at registration. The established fee is \$1.30 per semester. This fee is not refundable.

Liability Insurance

Students enrolled in Practical Nursing Education, Associate Degree Nursing, Certified Nursing Assistant, Teacher Associate, Cosmetology, Nail Technology, Health Information Technology, Surgical Technology, Phlebotomy and Early Childhood Associate are required to purchase professional liability insurance coverage. The cost of liability insurance is \$14.50 per year.

Technology Fee

In order to offset the cost of copies, toner, state-of-the-art computer labs, and other technology made available to students, a fee of \$1.50 per credit hour, up to a maximum of \$24 per semester, is charged to each student at the time of registration. This fee is non-refundable.

Identification Badge

All curriculum students are required to purchase a picture identification badge to be on his/her person at all times while on the campus grounds for a fee of \$5.00 for the academic year.

Parking Fees

All curriculum students are required to purchase a parking pass to be placed in his/her vehicle at all times while on the campus grounds for a fee of \$5 per semester. All occupational extension students taking a semester-long course are required to purchase a pass to be placed in his/her vehicle at all times while on the campus grounds for a fee of \$5 per semester. Other short-term students taking classes will be identified with parking passes given at the time of registration.

Fees For Special Purposes

Student Success Fee - \$5 per semester. This fee pays for the printed diploma, diploma cover, and large mailing envelop. Additionally, students are required to purchase a cap/gown/tassel if they participate in the graduation ceremony. The student Success fee funds may also be utilized to pay for services or equipment that will benefit all students.

Educational Testing Fee

Students enrolled in the Practical Nursing Education and Associate Degree Nursing Programs are charged an educational testing fee each semester which will be provided at student orientation.

Additional Expenses

Some curriculums require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor/advisor in the curriculum they plan to enter.

Book Costs

Students are required to purchase the necessary textbook for courses. Copying of textbook is not allowed and is a violation of copyright laws in most cases. The average cost ranges from \$200 to \$400 per semester, depending on the student's chosen curriculum. Workbooks and certain text materials which are expendable items may be required by some instructors.

Continuing Education Fire and Rescue College Fee

Students attending the McDowell Fire and Rescue College will be charged a fee of \$10.00.

Returned Check Fee

A \$30.00 service charge is assessed for each returned check.

Refund Policy

Tuition refunds are not automatic; it is the student's responsibility to file a request. Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. A 100% tuition refund can be made to a student who withdraws by registration day. A 75% tuition refund can be made to a student who withdraws before the 10% point in the semester. An official withdrawal must be made by completing the "Add/Drop/Withdrawal" form. An official request for a refund must be made by completing the "Request for Refund" form. Both of these forms should be submitted together to the Student Services Office for processing. Tuition refunds will not be considered after the 10% point in the semester. There is no refund made on activity fees or insurance unless the class is cancelled. The "Request for Tuition Refund" and "Add/Drop/Withdrawal" forms may be obtained in the Student Services Office.

Students will receive a copy of the textbook refund policy when textbooks are sold in the College Bookstore. Books must be returned within ten days of registration or consideration of refund. All refunds are subject to the terms and conditions stated on the textbook refund policy.