



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Financial Services Section *Policy 6.1.1 - Tuition and Fees*

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I. TUITION AND FEES GENERAL REQUIREMENTS

Tuition and fees shall be charged in accordance with state statutes and according to schedules established by the North Carolina State Board of Community Colleges ("State Board") and the College's Board of Trustees ("Board"). The State Board establishes a general and uniform semester tuition rate for curriculum students. The State Board establishes both a North Carolina resident rate and a nonresident rate. Whether a student is a resident for tuition purposes shall be established in accordance with N.C.G.S. § 116-143.1 and -143.3 (for purposes of Armed Forces personnel and their dependents). For more information concerning residency requirements, see Policy 6.1.2 – Tuition Residency Requirements. The rate for auditing a course is the same as taking the course for credit.

II. TUITION AND REGISTRATION FEE WAIVERS

The North Carolina General Assembly and the State Board have promulgated statutes and administrative regulations dealing with authorized groups of students with respect to tuition and registration fee waivers. For information concerning tuition and registration waivers, see N.C.G.S. §§ 115B-1, 115D-5, 1E SBCCC 800.2, and the North Carolina Community Colleges Tuition and Registration Fee Waiver Reference Guide.

To obtain a tuition and registration fee waiver, individuals must establish proof of eligibility as a member of an authorized group. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The College must maintain documentation of the sponsorship on file. The College shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The College shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student's behalf.

In accordance with 1E SBCCC 1000.2, senior citizens, defined as individuals aged sixty-five (65) or older as of the first day of an applicable course section, may audit a course section without payment of any required tuition or registration fee. Any individual requesting said waiver must provide proof of age through a driver's license, State identification card, or other government issued document. Such request must be made and accompanied by supporting documentation prior to the first day of an applicable course section; refunds shall not be issued for requests made on or after the first day of an applicable course section. Senior citizens shall 1) pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section and 2) pay any applicable local fees to audit a course section consistent with the local fees established by this Policy.

Annually, the President shall report to the State Board the amount of tuition and registration fees waived by the College on behalf of individuals who are members of authorized groups.

III. LOCAL FEES

A. Authorization

Pursuant to 1E SBCCC 700.1, the Board adopts the following local fees set forth below. The College shall deposit receipts derived from local fees in an unrestricted institutional account. The College will only use the local fee receipts for the purposes for which the local fee was approved.

B. Local Fee Waiver

The following groups are exempt from the Student Activity Fee, the Instructional Technology Fee and the College Access and Parking Fee:

1. All students who are exempt from paying tuition and registration fees;
2. Continuing education students, except as otherwise listed herein; and
3. Individuals who participate only in meetings and seminars organized by the College (i.e., a group of people gathered for a one-time event primarily for discussion under the direction of a leader or resource person).

All students will be required to pay applicable Specific Fees and Other Fees.

C. Authorized Local Fees

All Local Fees are authorized on an annual basis by the Board by no later than May 31 of each year for the upcoming academic year. A list of all approved local fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such local fees at the time the Board sets the fees for the upcoming fiscal year. In the event the Board does not pass a fee schedule for a fiscal year, the prior fiscal year's fee schedule will remain in force unless provided otherwise by a duly approved motion of the Board.

i. Student Activity Fee

The Student Activity Fee receipts shall be used for the permissible activities and expenses listed in 1E SBCCC 700.2(b)(1-2).

ii. Instructional Technology Fee

Pursuant to 1E SBCCC 700.3(b), Instructional Technology Fee receipts shall be used to support costs of procuring, maintaining, and operating instructional technology used primarily for instructional purposes and specialized instruction equipment necessary for hands-on instruction.

iii. College Access, Parking, and Security ("CAPS") Fee

Pursuant to 1E SBCCC 700.4, the CAPS Fee receipts shall only be used to support costs of acquiring, constructing and maintaining the College's parking facilities, parking enforcement and security of College property.

iv. Required Specific Fees

Pursuant to 1E SBCCC 700.5, specific fees will be charged to students for select courses to cover academic costs for consumable goods or services that are specifically required for that course. Such academic costs include, but are not limited to tools, uniforms, insurance, certification/licensure fees, e-text, labs, and other consumable supplies. The specific fee rate must be based on the estimated cost of providing the good or service.

v. Other Fees

Pursuant to 1E SBCCC 700.6, other fees will be charged to students to support costs of goods or services provided by the College that are not required for enrollment. Examples include but are not limited to student health and other insurance fees, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, and fees to participate in a specific event or activity.

vi. Excess Receipts

Excess receipts of fees are governed by Policy 6.1.5 - Excess Fee Receipts and its applicable procedure.

D. President's Authority to Modify and Add Fees on an Interim Basis

During the course of the fiscal year, the President may make reasonable adjustments to fees already approved by the Board. Reasons for making such reasonable adjustments include price fluctuations for the underlying service or product covered by the fee, minor calculation errors in costs, typographical errors in the approved fee table, and other similar reasons.

During the course of the fiscal year, the President may approve reasonable additional specific fees as the President deems necessary and proper. When the President approves any such fee, the Board will be made aware of said fee in the annual reporting. The Board may elect to continue the fee at the same or an adjusted rate in the following fiscal year or it may instead elect to reject the fee. Fees rejected by the Board may not be approved by the President in the following fiscal year.

IV. TUITION AND FEE DEFERMENT

All students, after registering for courses for the specific term, must pay or establish a payment plan through a provider approved by the College on or before a specific date prescribed by the College that is on or before the first date of the course section. Students applying for financial aid who completed their application before the established deadline, and appear to be eligible for assistance, will be allowed to remain in their courses until their financial aid is processed. Students who did not apply for financial aid prior to the established deadline may establish a payment plan.

Students wanting to enroll but lacking funds to pay tuition and fees must meet one of three criteria to defer their payment beyond the payment deadline set by the registrar's office:

1. Must have applied for financial aid by the application deadline set by the financial aid office and, through preliminary review, appear to qualify for assistance;
2. Must provide (or have their sponsor provide) documentation in writing from a valid third-party agency that the student may be sponsored by the third- party agency once a final review is complete; or
3. Must enroll in a payment plan to satisfy the outstanding balance through a third-party provider contracted by the College. All balances must be paid before the last day of the semester.

In accordance with procedures adopted by the President, Students who have not completed all requirements by the financial aid office, not supplied a final authorization from their third-party agency, or who fail to pay the balance owed by the end of the semester may be subject to the following restrictions until payment in full has been received or until assistance is granted to satisfy the account balance:

- Registration for future terms shall not be permitted; and
- Permission to participate in graduation shall be denied.

Students with outstanding balances shall be notified by a Statement of Account showing the account balance and the nature of the charges and shall be dealt with pursuant to Policy 6.2.9 - Debt Collection.

REFERENCES

Statutory References	N.C.G.S. §§ 115D-5, 115D-39, 115D-20, 116-143.1, 116-143.3, Ch. 115B
Regulatory References	1E SBCCC 200.2, 1E SBCCC 700.1 - 700.6, 1E SBCCC 800.2
Relevant Guidance	<i>NC Community College Tuition and Registration Fee Waiver Reference Guide</i> (May 13, 2024)
Policy Manual Cross-References	Referencing: <ul style="list-style-type: none">• Policy 6.1.2 - Tuition Residency Requirements• Policy 6.1.5 - Excess Fee Receipts• Policy 6.2.9 - Debt Collection

POLICY HISTORY

November 12, 2025	Adopted.
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