Policy 3.22

Fees and Refund Policy

The following definitions apply to this policy:

1. “Academic period” – An academic term or subdivision of an academic term during which a college schedules a set of course sections.
2. “Non-regularly scheduled course section” – A non-regular scheduled course section may include any or all of the following:
    a. A course section where a definitive beginning and ending time is not determined;
    b. A course section offered in a learning laboratory type setting;
    c. A course section self-paced in that the student progresses through the instructional materials at the student's own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
    d. A course section in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
    e. Any course section not meeting all criteria for a regularly scheduled class.
3. “Off-cycle course section” – A regularly scheduled course section that is not offered consistent with an academic period.
4. “Officially Withdraw” – The removal of a student from a course section by one of the following methods:
    a. The student notifies the authorized college official, as defined by the college’s published procedures for withdrawal, of the student’s intent to disenroll in a course section as outlined in the college’s published procedures for withdrawal; or
    b. The college removes the student from the course section because the college cancels the course section or for any other reason authorized by written college policy.
5. “On-cycle course section” – A regularly scheduled course section that is offered consistent with an academic period.
6. “Regularly scheduled course section” – A course section is considered to be regularly scheduled if it meets all of the following criteria:
    a. Has an assigned definite beginning and ending time;
    b. Has specific predetermined days and times the course section meets;
    c. Students may enroll during the initial college registration period or at any time prior to the census date of the course section.

d. The course section shall be consistent with courses maintained in the Combined Course Library; and
e. Times and dates are the same for all students registered for the course section excluding clinical or work experience. This may include in-person or synchronously online, as long as the instructor and student are engaged in live interactions. Course sections which have a regularly scheduled lecture section and a non-regularly scheduled laboratory or clinical section, or online asynchronous option will satisfy the criteria.

Curriculum

In accordance to State Board of Community College Code 1E SBCCC 200.2, 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 by the tuition deadline 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 methods:

1. Directly paying the college.
2. Demonstrating to the college's satisfaction that the student is eligible for financial aid or other third-party payment.
3. Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).
4. Providing evidence of eligibility for a tuition or registration fee waiver consistent with 1E SBCCC 800.

In accordance to State Board of Community College Code 1E SBCCC 900. 1 Curriculum Tuition Refunds, unless otherwise required by law, a refund shall not be made except under the following circumstances:

1. On-Cycle Course Sections:
    a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.
    b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
    c. After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar:
        i. The 10 percent point of the academic period, or
        ii. The 10 percent point of the course section.

2. Off-Cycle Course Sections:

a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the off-cycle course section.
b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
c. After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.

3. Non-Regularly Scheduled Course Sections:
    a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the non-regularly scheduled course section.
    b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
    c. After a non-regularly scheduled course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the non-regularly scheduled course section prior to or on the 10th calendar day after the start of the course section.

4. Notwithstanding section (b), if the State Education Assistance Authority makes a final validation determination prior to the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, a college shall provide a 100 percent refund using State funds if all of the following conditions apply:
    a. At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).
    b. After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
    c. The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.
    d. If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term.

5. If a final residency determination effective date is validated by the College after the 10 percent point of the course section or academic term, whether to "in state" or to "out of state", the College shall apply the new tuition determination to the following term.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

Continuing Education
In accordance with State Board of Community College Code 1E SBCCC 400.1 Continuing Education Registration Fee Refunds, students are required to pay a registration fee, or have a third-party pay on their behalf, to enroll in a continuing education course, unless waived by law. All registration fees and course fees must be paid in full at time of registration.

In accordance with State Board of Community College Code 1E SBCCC 900.2 Continuing Education Registration Fee Refunds and College policy, unless otherwise required by law, a refund shall not be made except under the following circumstances:

1. The college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first course section meeting.
2. The college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
3. After a regularly scheduled or independently scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the census date, as defined in 1G SBCCC 200.94(b)(C)(i) or 1G SBCCC 200.94(d)(C)(i), of the course section. This sub-section applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
4. After a non-regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the 10th calendar day after the start of the course section.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

In accordance with State Board of Community College Code 1E SBCCC 900.3 Refund Due to Death of Student, a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

References

Legal References: *1E SBCCC 900. 1 Curriculum Tuition Refunds; 1E SBCCC 900.2; 1E SBCCC900.3*

Cross References:

History

Leadership Council Review/Approval Dates: *08/17/2018; 12/8/2023; 10/18/2024*

Senior Staff Review/Approval Dates: *8/4/2015, 05/09/2016, 08/08/2016, 9/12/2016, 5/8/2018, 10/18/2022; 11/13/2023; 10/16/2024*

Board of Trustees Review/Approval Dates: *8/4/2015, 06/07/2016, 10/04/2016, 8/7/2018 11/4/2022; 2/13/2024; 12/3/2024*

Implementation Dates: *Enter date(s) here*