
FINANCES

BUSINESS OFFICE

The Business Office is responsible for the collection of all tuition, fees, fines, and other educational cost borne by the student. In addition, the Business Office distributes all financial aid and work study checks. The Business Office is located on the first floor of the North Building. The office is open to students between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday and other published periods for registration.

FEES

Tuition

Tuition for FALL, SPRING, and SUMMER SEMESTERS for in-state curriculum students is \$56.50 per credit hour, not to exceed \$904.00 per semester. Tuition for out-of-state students is \$248.50 per credit hour, not to exceed \$3,976.00 per semester. The College shall charge for each credit hour taken up to 16. All credit hours taken during the semester that exceed 16 will be at no cost.

Students enrolled for twelve (12) or more credit hours are considered full-time. North Carolina residents age 65 or older may enroll tuition free in curriculum courses.

Fees are due and payable prior to the student's entering the first scheduled class. The Registration Receipt Form which is validated by the Business Office upon collection of tuition and fees at registration shall be required to enter any class.

NOTE: Tuition is set by state policy and is subject to change without notice.

Special Supply and Uniform Costs

Students in some curricula are required to purchase special supplies or clothing. Example of charges:

Cosmetology Kit, plus books \$750.00 estimated

Nursing Uniforms - \$200.00 estimated

Students should consult with their department chair for special supplies required in their curriculum.

Technology Fee

Each student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester technology fee. Part-time students will pay technology fees according to the following schedule:

1-5 semester hours \$ 8.00

6-11 semester hours \$12.00
12 or more semester hours \$16.00

Fees may be changed by action of the Board of Trustees. The maximum technology fee is set by state policy and is subject to change without notice.

Activity Fee

Each student enrolled for twelve semester hours or more (full-time) will pay \$12.00 per semester student activity fee. This fee is for the cost of student publications, dances, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. Effective Spring 2008, students will pay activity fees according to the following schedule:

1-5 semester hours \$8.00
6-11 semester hours \$12.00
12 or more semester hours \$16.00

Vehicle Registration and Parking Regulations - Parking Fees

All students who operate motor vehicles on campus must register their vehicle(s) with the Security Officer. The college enforces parking regulations. Violations of the parking and registration regulations will result in fines, towing, or loss of parking privileges. A \$5.00 parking fee is charged each semester. Fees may be changed by action of the Board of Trustees.

Insurance Fee

A student accident insurance policy designed for the students of North Carolina Community Colleges is required for all curriculum students at a nominal cost per semester. For information concerning coverage and benefits, contact the Business Office. A copy of the insurance plan is distributed to each student at registration. Nursing students are required to purchase professional liability insurance at an approximate cost of \$20.00 per year.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by a student is the responsibility of the student. The student will be required to pay for such items.

PAYMENT OF FEES

The North Carolina Community College System has established the following policies:

1. Tuition and fees for each semester are payable on the date of registration.
2. A student who has an outstanding balance is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his or her record, nor will any information concerning his or her record be forwarded to another institution or other person so long as the delinquent account is outstanding.

REFUND POLICY

Tuition

Students who find it necessary to withdraw from a course or the college during the semester must complete the following procedures to officially withdraw from classes and be eligible for any refund of tuition and fees.

1. Obtain a withdrawal form (Registration Change Notice Form) from Student Services or from the student's advisor;
2. Have the form signed by the instructor(s) for the class(es) from which the student is withdrawing;
3. Submit the completed form to Student Services for final approval.

The withdrawal form should be completed within ten (10) calendar days of the first day of class and prior to or on the 10% point of the semester. Withdrawals that are not processed by these staff and subsequently signed by the student are unofficial and are not eligible for refunds.

The college's tuition refund policy is established by the North Carolina State Board of Community Colleges. Tuition refund for students shall not be made except under the following circumstances:

1. (A) 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester 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 fails to "make" due to insufficient enrollment.
(B) 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.

2. To comply with applicable federal regulations regarding refunds, federal regulations will 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.

NOTE: The tuition refund policy is set by the state and is subject to change without notice.

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.

Activity/Parking Fees/Technology Fee

A 100 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester. 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 or on the 10 percent point of the class.

Insurance Fees

A 100 percent refund shall be made under the following circumstances.

1. A student officially withdraws from class(es) or from the college prior to the first day of class(es).
 2. A student is enrolled in one or more classes subject to an institutional error.
 3. A student is enrolled in class(es) subsequently canceled by the college.
- Otherwise, the insurance fee is non-refundable.

RETURN OF TITLE IV FUNDS

When a student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22. If the student received less assistance than the amount earned, a disbursement may be made after withdrawal. If the student received more assistance than earned, the excess funds must be returned.

If there are funds that must be returned, the school must return a portion equal to the lesser of institutional charges multiplied by the unearned percentage of funds or the entire amount of the excess funds. If the school is not required to return all of the excess funds, the student must return 50 percent of the remaining amount.

Details of this policy are available in the Financial Aid Office.

TEXTBOOKS

Students are required to provide or purchase their own textbooks. The college operates a bookstore located on the first floor of the Warren Student Center. The bookstore stocks the necessary books and materials for the courses currently offered by the college. The cost of books and other items varies with the program of instruction.

BOOK REFUND AND EXCHANGE POLICY

Books may be exchanged or returned with a 100 percent refund given if the student officially withdraws from the class prior to or on the official 10 percent of the semester. 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 or on the 10 percent point of the class. **REFUNDS OR EXCHANGES WILL NOT BE ALLOWED FOR TEXTBOOKS THAT HAVE BEEN SOILED, WRITTEN IN, OR SHRINK WRAP HAS BEEN REMOVED. NO REFUNDS ARE ALLOWED ON SUPPLY ITEMS. STUDENTS MUST SHOW A VALID ID AND A CASH RECEIPT WHEN RETURNING BOOKS.**