6.4.1 Senior Citizen Audit

Last Revised: July 2023

Policy: Piedmont Community College (PCC) allows any North Carolina resident who is at least 65 years old to audit a course section without payment of tuition or registration fees for course sections in accordance with State Board of Community College Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure through which a senior citizen age 65 or greater may audit a Curriculum or Continuing Education course on a space available basis for eligible courses once the enrollment requirement has been met.

Definitions

Audit—to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion. Students shall pay to audit courses consistent with the provisions of 1E SBCCC Subchapter 1000.

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Local Fees—a fee charged to a student for a good or service provided by the College other than instruction.

Non-curriculum extension courses—courses are those that provide occupational or vocational instruction that is organized, supervised, or delivered outside the regular curriculum programs offered by the College.

Occupational Extension courses—consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of a person presently employed, and retraining others for new employment in occupational fields.

Register—to complete the procedure defined by the college to sign up for a course section.

Registration Fee—uniform registration fee schedules for non-curriculum extension courses based on course length, consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a continuing education course section that earns budget FTE as described in 1G SBCCC 100.99.

Self-Supporting class—a class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE.

Self-Supporting fee—a fee charged to a student to enroll in a course section that is offered on a self-supporting basis, as provided by 1E SBCCC Subchapter 600.

Senior Citizen—for the purposes of this provision, 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.

Student Fees—fees charged to provide funds for items and services not covered by tuition and registration fees. (Refer to PCC Policy 7.13 Student Fees for more information.)

Tuition—uniform tuition rate per credit hour and a maximum tuition amount per academic term for resident and non-resident students consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a curriculum course that earns Budget FTE as described in 1G SBCCC 100.99.

Waive—to exempt a student from paying a charge that would otherwise be required and adjust the student's account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1:   Tuition and Registration Fee for Senior Citizen Audit

 1.1.   Proof of age is required as verified through a driver's license, NC State Identification Card, or other government-issued document. (See Exhibit 6.4.1A Procedures, Senior Citizen Audit Request Workflow)

1.2. Students who receive approval to audit a course will not receive a grade, academic credit, continuing education unit, or any certification upon completion of the course.

1.3. The student must complete the admissions or registration process to audit the course section prior to the start date of the course.

    1.3.1. College personnel will notify the student if the audit is approved or if the class is cancelled, provided accurate contact information is provided by the student.

    1.3.2. The senior will be responsible for local fees such as insurance, materials, supplies, books, and other instructional materials.

    1.3.3. A senior who audits a course section may not displace students seeking degree or certification completion in a course section.

1.4. Students who audit courses are not eligible to receive Pell Grant or Veterans assistance awards.

1.5. The student will follow the College's prescribed Policy 7.5 Code of Conduct.

Section 2:   Course Audit Exclusions

2.1. Certain classes or types of classes may be excluded from this policy at the discretion of the College.

2.2. The College reserves the right to deny or delay a decision for a senior audit for any class based on an analysis of course enrollment and overall viability.

2.3. Certain courses are not eligible for senior audits based on their status as self-support, specific courses, or other special circumstances associated with the delivery of the course.

    2.3.1. Specific Continuing Education course exclusions include Ed2Go, Career Step, Self-Support, courses that require specific pre-requisites, and other specialized courses as developed for specific student populations.

2.4. Certain courses will not be eligible for senior audit, such as those with classroom space constraints, laboratory, work-based learning or clinical courses, courses affected by strict teacher/student ratios, special populations courses (e.g. correction education and public safety), or those with safety-related concerns.

2.5. Deans, Directors, or Program Chairs/Coordinators will make the determination if a course is to be disallowed for senior audit.

    2.5.1. If the senior wishes to appeal, appeals will be made to the Vice President, Instruction, whose decision will be final.

Section 3:   Reporting

3.1. PCC will not report senior audit hours for any state funding membership or contact hours.

3.2. PCC is required to report utilization rates of the senior audit.

Legal Citation: N.C.G.S. 115D-2(2*)*; 1D SBCCC 700.1; 1E SBCCC Subchapter 1000

History: Effective December 2017; Revised May 2021, May 2022—updated definitions, July 2023

Exhibit 6.4.1A

Procedures
Senior Citizen Audit Request Workflow

1. Verify student age with one of the following documents: Driver's License, State identification card, or other government-issued document.

2. Make a copy of the verification document.

3. Student completes a registration form & top portion of the Senior Citizen Audit Request Form. (See Exhibit 6.4.1B Senior Citizen Audit Request Form)

4. Registration representative completes bottom portion of the Senior Citizen Audit Request Form.

5. If student is eligible, the registration representative will register the student. When the student is registered, apply an "A" for Audit in the SCS.PASS.AUDIT field on the RGN screen in Colleague.

   Please note: An Informer report has been created that will identify CE course sections with students who are registered with an "A" for Audit in the SCS.PASS.AUDIT field on the RGN screen.

   This report will extract student information based upon reporting term. At the end of every term/fiscal year, this report will be filed with the completed Senior Citizen Audit Request Forms.

6. The registration representative will send a copy of the Senior Citizen Audit Request Form to the Business Office.

7. The registration representative will place the original copy of Senior Citizen Audit Request Form and a copy of the age verification documentation in the Course Audit (Compliance Review) Package.

Exhibit 6.4.1B

<u>**Senior Citizen Audit Request Form**</u>

Student Name: _____**Phone Number:**_____

Course Number/Name:_____**Email:**_____

<u>NOTE: In accordance with statute 115-B-2.2 Senior Citizens Audit</u>

Any person who is at least 65 years old may audit courses offered at the constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the Board of Governors and the State Board of Community Colleges for their respective institutions, and there is no cost to the State. A person shall be allowed to audit a class under this section only on a space available basis. Persons auditing classes under this section shall not be counted in the computation of enrollment for funding purposes. This section does not apply to audits of courses provided on a self-supporting basis by community colleges."

North Carolina senior citizen residents age 65 or more, may audit and select the no-payment option ONLY IF: 1) Space is available <u>and</u> class fees have been collected from students for required fees (not registration or tuition fees), 2) space is limited to 10% of total course enrollment, unless the Vice President, Instruction gives written approval for the exception. A senior audit student will be contacted by an administrative assistant or designee if the class does not make or when the minimum seating is not met; in the latter case, senior audit students may have the option to pay for their class as long as the minimum seats are filled.

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The audit request is only available for Occupational Extension Courses and Curriculum Courses. Self-Support courses are not eligible. The senior audit option does not apply to the following classes:

> ➢ Third-party vendor courses (e.g., Ed2Go, Career Step, ProTrain)
> ➢ Self-Support courses
> ➢ Classes that require specific pre-requisites
> ➢ Other specialized classes as developed for specific student populations

_____   _____

Student Signature   Date

(See next page for additional information)

FOR PIEDMONT COMMUNITY COLLEGE OFFICE USE ONLY:
Verify the following:

1) Is senior citizen student requesting senior class audit:	Yes/No
2) Is student 65 or older as of start of class? Government issued ID required:	Yes/No
3) Is space available in course?	Yes/No
4) Is course self-supporting?	Yes/No

STOP: If the answer is *no* for any of the questions 1 – 3, or *yes* for question 4, the student is not fee waived and must pay. See exception to space availability above (e.g. Vice President, Instruction may make exceptions to space availability requests).

CC: Business Office (to adjust the student's account without payment of tuition and registration fees)
      Accountability and Compliance Officer (for Continuing Education course registrations)
      Registrar (for Curriculum course registrations)

_____   _____
Signature of Piedmont Community College Representative   Date