

## 6.5 Tuition/Registration and Fees

**Last Revised:** October 2023

**Policy:** Piedmont Community College (PCC) charges tuition/registration and other fees to students enrolled in courses each semester in accordance with North Carolina General Statutes.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to ensure all tuition/registration and other fees charged to students enrolling in a course at any North Carolina community college must be authorized by the State Board of Community Colleges (SBCC).

Refer to Piedmont Community College's website ([www.piedmontcc.edu](http://www.piedmontcc.edu)) for the most recent student fees.

#### **Definitions**

**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.

**Home college**—for the purposes of this policy, the college in which the student initially enrolls for the academic term.

**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.

**Outstanding debts**—monies owed to PCC, including charges, fees, fines, defaulted payments, or student aid overpayments.

**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.

**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.

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**Approval Authority/Monitoring Authority:** Piedmont Community College Board of Trustees has approval authority for this policy. The Vice President, Student Development; Vice President, Instruction/CAO; and Vice President, Administrative Services/CFO have monitoring authority for this policy.

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**Procedure:**

Section 1: Registration Fees

- 1.1. All registration fee receipts are State funds.

Section 2: Tuition

- 2.1. If a student enrolls for the same academic term at two or more community colleges, the student may pay the total amount of tuition and registration fees to the student's "home" college, at the discretion of the "home" college.
- 2.2. The "home" college shall work with the other college or colleges in which the student is enrolled to ensure the student is not charged more tuition than the maximum allowed by the State Board for the academic term.
- 2.3. Student membership hours as defined in SBCCC Chapter G for instruction received shall be reported by the college in which the respective instruction occurred.

Section 3: Residency Considerations

- 3.1. Curriculum students, whether classified as in-state or out-of-state residents, shall pay tuition fees as established by the State Board for each semester or term as set by the Legislature.
- 3.2. See PCC Policy 6.5.1 Residency Status for more information.

Section 4: Waivers

- 4.1. The State Board of Community Colleges provides, by general and uniform regulations, for the waiver of tuition and registration fees.
- 4.2. See PCC Policy 6.5.2.1 Tuition and Registration Fee Waivers for more information.

Section 5: Collection and Deposit of Funds

- 5.1. Tuition and fees are payable at registration or before the class/courses start.
- 5.2. Fees for curriculum students are defined in PCC Policy 7.13 Student Fees.
- 5.3. The Business Office is responsible for collection of tuition and fees. See PCC Policy 3.9.12 Returned Check Fee and Collection of Funds for more information.
- 5.4. Colleges must deposit all registration fees and all tuition receipts to the credit of the State Treasurer, consistent with State law. See PCC Policy 3.9.7 Daily Deposits for more information.

Section 6: Refunds

- 6.1. The State Board of Community Colleges provides, by general and uniform regulations, for the refund of tuition and registration fees.
- 6.2. See PCC Policy 6.4.6 Tuition and Registration Fee Refunds for more information.

Section 7: Outstanding Debt

- 7.1. A student is not eligible for registration if an outstanding debt is due the College. See Policy 3.4 Student Tuition and Fees for more information.
- 7.2. Students will not be allowed to register, receive grades, graduate, receive a degree, diploma, or certificate, receive a transcript, or have a transcript forwarded to any institution or other person until the indebtedness has been removed or an approved

payment plan has been submitted and is being adhered to by the student. See Policy 3.4 Student Tuition and Fees for more information.

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**Legal Citation:** [N.C.G.S. 115B-1](#), [N.C.G.S. 115D-5](#), [N.C.G. S.115D-20 \(4\)](#), [N.C.G.S. 115D-26](#), [N.C.G.S. 115D-39](#), [1E SBCCC 100.1](#), [1E SBCCC 200.2](#), [1E SBCCC 300.1](#), [1E SBCCC 400.1](#), [1E SBCCC 900.1](#), [1E SBCCC 900.2](#), [1E SBCCC 900.3](#), [1E SBCCC 900.4](#), [1E SBCCC 900.5](#), [1G SBCCC](#), [1G SBCCC 100.99](#)

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**History:** Effective October 1988; Revised October 2001, February 2012, May 2021, October 2023

Cross-references PCC Policies 3.4 Student Tuition and Fees, 3.9.7 Daily Deposits, 3.9.12 Returned Check Fee and Collection of Funds, 6.4.6 Curriculum Refund, 6.4.6.1 Continuing Education Registration Fee Refund, 6.5.1 Residence Status, 6.5.2.1 Fee Waivers, and 7.13 Student Fees.

(May 2021) PCC Policies 6.5.2 Registration Fees – Continuing Education and 7.11 Outstanding Debts to the College were deleted as a result of adding their content to this policy.