

6.4.6 Tuition and Registration Fee Refunds

Last Revised: October 2023

Policy: Piedmont Community College (PCC) will provide students with refunds of tuition and registration fees in accordance with North Carolina State Board of Community Colleges Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to inform students they may receive refunds for classes under prescribed circumstances.

Definitions

Academic period—an academic term or subdivision of an academic term during which a college schedules a set of course sections.

Independently scheduled course section—a course section that meets all the following criteria:

- A course section where definitive begin and end times are not defined.
- Instructional content is delivered asynchronously.
- A course section in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time prior to the census date of the course section.

Non-Regularly scheduled course section—a course section that meets the definition of “non-regularly scheduled course section” found in 1G SBCCC 200.93(c). According to 1G SBCCC 200.93, Reporting of Student Hours in Membership for Curriculum Classes, “a non-regularly scheduled class may include any or all of the following:

- A class where a definitive beginning and ending time is not determined;
- A class offered in a learning laboratory type setting;
- A class 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;

- A class 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
- Any class not meeting all criteria for a regularly scheduled class.”

Off-Cycle course section—a regularly scheduled course section that is not offered consistent with an academic period.

Officially Withdraw—the removal of a student from a course section by one of the following methods:

- The student notifies the authorized college official, as defined by PCC’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in PCC’s published procedures for withdrawal; or
- PCC removes the student from the course section because PCC cancels the course section or for any other reason authorized by written college policy.

On-cycle course section—a regularly scheduled course section that is offered consistent with an academic period.

Regularly scheduled course section—a course section that meets all of the following criteria:

- Assigned definite beginning and ending times;
- Specific days the class meets are predetermined;
- Specific schedule is included in the Institution Master Schedule or other official college documents;
- Class hours are assigned consistent with college catalog and curriculum standard requirements; and
- Identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience:
 - 1) classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.

- 2) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.

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

Procedure:

Section 1: Tuition/Registration Fee Refunds

- 1.1. Unless otherwise required by law, PCC does not issue a refund of tuition or registration fees using State funds except under the following circumstances:
 - 1.1.1. On-Cycle Course Sections:
 - 1.1.1.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the academic period as noted on the college calendar.
 - 1.1.1.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who did not register for another course.
 - 1.1.1.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.
 - 1.1.1.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.
 - 1.1.1.3. After an on-cycle course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar:
 - 1.1.1.3.1. The 10 percent point of the academic period; or
 - 1.1.1.3.2. The 10 percent point of the course section.
 - 1.1.2. Off-Cycle Course Sections:

- 1.1.2.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the off-cycle course section.
 - 1.1.2.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who did not register for another course.
 - 1.1.2.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.
 - 1.1.2.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.
 - 1.1.2.3. After an off-cycle course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the course section prior to or on the 10 percent point of the course section.
- 1.1.3. Non-Regularly Scheduled or Independently Scheduled Course Sections:
- 1.1.3.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the non-regularly scheduled course section.
 - 1.1.3.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who do not register for another course.
 - 1.1.3.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.
 - 1.1.3.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.
 - 1.1.3.3. After a non-regularly scheduled course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the non-regularly scheduled course section prior to or on the 10th calendar day after the start of the course section.

Section 2: Refunds Related to Residency

- 2.1. Notwithstanding section 1, 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 PCC policy and noted on the college calendar, PCC shall provide a 100 percent refund using State funds if all of the following conditions apply:
 - 2.1.1. 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 N.C.G.S. 116-143.1(a).
 - 2.1.2. 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 N.C.G.S. 116-143.1(a).
 - 2.1.3. The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.
- 2.2. If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in N.C.G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, as determined by PCC policy and noted on the college calendar, the College shall apply the nonresident tuition determination to the following term.

Section 3: Refund Due to Death of Student

- 3.1. If a student, having paid the required tuition or registration fees for a course section, dies prior to completing the course section, PCC refunds all tuition and registration fees for that course section to the estate of the deceased upon PCC becoming aware by proper documentation from the Executor/Administrator of the estate, and
- 3.2. Buys back textbooks through PCC's bookstore operations to the extent allowable under PCC buy back procedures of the contracted bookstore vendor.

Section 4: Military Refund

- 4.1. Upon request of the student, PCC:
 - 4.1.1. Grants a full refund of tuition and registration 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 that make it impossible for them to complete their course requirements; and

4.1.2. Buys back textbooks to the extent allowable under buy back procedures of the contracted bookstore vendor.

4.2. PCC uses distance learning technologies and other educational methodologies, to the extent possible as determined by PCC, to help active-duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

Section 5: Refund of Self-Supporting and Local Fees

5.1. PCC refunds self-supporting fees and local fees in accordance with the above procedures.

5.1.1. These refunds will be paid from the monies received from the self-supporting courses.

Legal Citation: 1E SBCCC 900.1, 1E SBCCC 900.2, 1E SBCCC 900.3, 1E SBCCC 900.4, 1E SBCCC 900.5, and 1G SBCCC 200.93 of the [NC State Board of Community College Code; N.C.G.S. 115D-5; N.C.G.S. 115D-39; N.C.G.S. 116-143.1\(a\)](#)

History: Effective October 1988; Revised October 2001, January 2004, July 2016, August 2021, October 2023