

# **CPTC Procedure: Student Tuition and Fees/Refunds/Return to Title IV Policies**

Coastal Pines Technical College students will be charged tuition and related fees. Tuition for courses in curricula leading to a diploma or associate degree shall be charged on a uniform basis among all technical colleges unless specifically exempted by State Board Policy.

The State Board delegates to the Commissioner the authority to approve college fees. Coastal Pines Technical College shall recommend annually to the Commissioner for approval, all fees. Only tuition and Commissioner approved fees shall be charged unless exempted by TCSG policies or procedures.

Payment of tuition and fees may be deferred until the end of the term on a case-by-case basis if Coastal Pines Technical College has confirmation of the student's eligibility for financial aid from a government entity, business/industry, work-study, foundation, or other source of financial assistance. Students who have not made payment for all assessed fees should be encouraged to sign authorizations allowing these fees to be taken out of state and/or federal student aid or obtain a third-party agreement. After all payment options have been exhausted, students with unpaid fees by the payment deadline must be purged from enrollment records for the term. The payment deadline shall be no later than the 7<sup>th</sup> instructional day of the term.

Student fees shall be considered a source of revenue when developing annual budgets. Any revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.

Coastal Pines Technical College shall publish all student fee charges and refund procedures in appropriate catalogs and other mediums accessible by students and the general public.

Tuition will be assessed up to and including 15 credit hours each term. CPTC will not charge tuition for hours taken over 15 credit hours.

Coastal Pines Technical College shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.

CPTC shall be responsible for compliance with state and federal immigration laws pertaining to the eligibility for public benefits, including but not limited to in-state tuition and state programs administered by TCSG that have been identified as public benefits.

Coastal Pines Technical College students will not be charged a proctoring fee for distance education by another TCSG college. Students choosing to utilize a proctor outside of the TCSG are responsible for finding a qualified proctor (approved by their institution). Any fees associated with the utilization of an external proctor are not controlled by TCSG and are solely the responsibility of the student.

Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts.

## **Georgia Students**

CPTC students who are classified as Georgia Students under TCSG's residence policies and procedures will be charged the rate of tuition set for in-state students by TCSG.

## **Out of State Students**

CPTC students who are classified as Out of State students under TCSG's residence policies and procedures will be charged a rate of tuition twice that charged for students who are classified as Georgia students.

The Commissioner of TCSG or President of CPTC may approve exceptions to this provision, provided:

- A written statement of reason is on file or there is evidence of a written reciprocity agreement with appropriate institutions in another state.
- The Commissioner may approve agency wide exceptions to this policy under certain circumstances. (i.e., National Emergencies, etc.)

Under no circumstances shall Out of State students be charged the tuition or fees lower than the fees charged Georgia students.

All fees, other than tuition, shall be at the same rate for all students.

Out of State students shall be enrolled in the College on a space available basis and shall not displace any Georgia student desiring to enroll at CPTC.

## **Non-Citizen Students**

Non-Citizen students shall not be classified as Georgia students for tuition purposes unless lawfully present in this state and there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia students.

Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens as defined by federal regulations may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia students.

Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia students for tuition purposes.

All fees, other than tuition, shall be at the same rate for all students.

Non-Citizen students shall be enrolled at CPTC on a space available basis and shall not displace any Georgia student desiring to enroll at the college.

Under no circumstances shall non-citizen students be charged tuition or fees lower than the fees charged Out of State students.

## **Waiver of Student Tuition and Fees**

The Commissioner of TCSG grants the President of CPTC or their designee the authority to waive mandatory and non-mandatory fees, with the exception of the "instructional and support technology fee." The "instructional and support technology fee" may be waived only under the

following circumstances:

- Faculty, staff, and administrators participating in staff development activities related to the employee's job or career in the organization and studying at Coastal Pines Technical College. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from the President of CPTC or Assistant Commissioner of TCSG.
- For transient students enrolled in more than one Technical College during the same term, only the home Technical College shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college that the student registered at first will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other Transient Students shall pay the instructional support and technology fee.

All waivers of student tuition and fees not addressed specifically in TCSG State Board Policy 6.6.1, or in this procedure must be approved by the Commissioner of TCSG. Written documentation for each waiver must be maintained by CPTC.

A record of all waivers shall be maintained by the college in the BANNER student registration and account system. Pursuant to the procedures authorized by the Commissioner of TCSG, the President of CPTC may waive tuition for students on a term-by-term basis. The number of waivers shall not exceed five percent of the head count of the student enrollment at Coastal Pines Technical College in the immediately preceding fall term.

Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

### **Exemption of Mandatory Fees for U.S. Active-Duty Military**

The President of CPTC may choose to exempt fees for students using Tuition Assistance as a funding option for tuition and fees.

### **Exemption of Tuition and Fees**

Upon request, Georgia students sixty-two (62) years of age or older who are otherwise qualified may attend Coastal Pines Technical College, for credit courses only, without charge or payment of the standard tuition rate on a space available basis.

Adult Education students attending adult basic education programs shall not be charged tuition for such non-credit instruction, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the adult education program.

Dual Achievement students enrolled in high school level courses shall not be charged tuition for such non-credit instruction or any other fee, nor be required to purchase any books or other materials needed for participation in the high school level course.

Tuition and fees, up to the amount not covered by HOPE or Dual Enrollment Funding, may be exempted for all dually enrolled or jointly enrolled high school students, or students enrolled in the Dual Achievement Program up to the amount not covered by HOPE or Dual Enrollment Funding may be exempted. If Coastal Pines Technical College utilizes this option, it must apply to all dually or jointly enrolled high school students, dually enrolled adult education, or Dual Achievement Program students attending CPTC for the time frame the exemption applies.

The President has the authority to exempt all fees including the “instructional and support technology fee” for military members using tuition assistance.

The President has the authority to exempt up to 36 months of tuition and fees toward the award of an associates’ degree, diplomas, or certificates, for military members awarded the Purple Heart or higher combat decoration (Bronze star with valor, Silver Star, Coast Guard Cross, Navy Cross, Air Force Cross, Distinguished Service Cross, or Metal of Honor), their spouses, or their legal dependents up to 26 years of age. In order to qualify, students must first exercise all potential financial aid options available (Pell, VA benefits, HOPE grant, etc.).

Mandatory and non-course related fees not covered for dual enrollment students and Dual Achievement students must be exempted. However, course related fees and supplies, not including book(s), may be assessed.

Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition and applicable fees.

### **Refunds of Tuition and Fees**

Students who are delinquent in the payment of any financial obligation(s) will be placed on “Hold” and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access grade reports, transcripts, or other student records until all delinquent fees are paid. Students may incur additional fees if debt is turned over to a collection agency.

All tuition and fees, excluding the application fee, shall be refunded if a student does not commence class attendance.

Students withdrawing from a course by the end of the fifth day of the term (excluding Saturday and Sunday) and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the CPTC’s standard academic calendar. Students must be notified of each semester or module’s deadline.

Students who withdraw from a course after the fifth day of the term shall receive no refund.

Students utilizing Tuition Assistance (TA) through the Department of Defense (DOD), who withdraw from any course before the 60% point of the term, will have unearned funds returned on a proportional basis to the TA program. The calculation will be based on number of days completed divided by total days in the enrollment period (semester).

For those students receiving federal financial aid, Coastal Pines Technical College shall make available Consumer Information required under the appropriate aid year’s Handbook. Although there will be no refund of tuition and fees after the fifth day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) are entitled to receive an amount of aid depending upon the amount of aid earned. If a student completes more than 60% of the term, he or she will earn 100% of the aid for that period. If a student completes 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned. The percentage completed will be calculated by counting the

number of days completed up to the point of the recorded withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date. The Title IV aid earned is first used to pay the tuition, fees, and Bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges.

### **Refunds of Books and Supplies**

No refunds shall be made for used supplies and equipment such as cosmetology kits, usb drives and tools. CPTC logo items are also not eligible for refund. Refunds shall be made for books and/or codes that are returned in new condition with seals and shrink wrap (if applicable) intact and accompanied by a receipt in accordance with the CPTC's book refund procedure. The book refund procedure shall be prominently posted in the Coastal Pines Technical College Bookstore.

No refund shall be made for books issued to students participating in the Dual Enrollment program.

### **Responsibility**

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented and annually reviewed.

**Adopted:** November 25, 2013

**Revised:** March 18, 2024