

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: TUITION AND FEES PAYMENT

REVIEWER: Manager of Business Operations

POLICY

The board of directors will approve tuition related to the operation of the college. The setting of appropriate tuition will take into consideration total operating costs of the college, strategic college priorities, tuition at benchmark institutions, availability of federal, state, and institutional student aid, and other revenue resources available to the college. The college leadership team approves fees.

Recommendations for changes in tuition will be brought before the board, generally at a regularly scheduled meeting, by the college president. All recommendations will include a justification for the proposed increase and relevant information as identified above. Recommendations for changes to special fees do not require the board's approval, though changes in fees may be presented to the board for discussion and support.

Current tuition and fees will be published in the college catalog and student handbook and on the college website.

General fees are applicable to all students according to their program (full and part-time) and are non-refundable. Special fees are applicable when appropriate and may be approved or changed by the President. Special fees are non-refundable. Enrollment deposits and required fees are non-refundable.

Students are expected to pay tuition and fee balances in a timely manner and according to published deadlines.

The College will permit any individual entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, (Post-9/11 GI Bill benefits) to attend or participate in the course of education. This period begins when the individual provides a VA certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of certificate of eligibility.

The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that an individual described above borrow additional funds, on any person described above because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

PROCEDURES

I. Credit Courses:

- A. Tuition and fees for credit courses not covered by financial aid or VA benefits are due on the tuition payment due date.
- B. Tuition and fees are immediately due for any course changes made after the tuition payment due date.

II. Non-Credit Courses

- A. Tuition and fees for non-credit courses are due 60 days prior to the start of the semester.
- B. If admitted within 60 days of the start of the semester, tuition is due upon acceptance.

III. Payment Methods

- A. Fees may be paid with a check, or approved credit cards.
- B. Online payment via Sonis is also available, with receipts issued upon request.
- C. Inter-company charges will be processed as accounting transactions through the business office.

IV. Outstanding Balances

- A. Students with outstanding balances related to previous attendance at Carolinas College (whether due to Carolinas College or a third-party collector) must be brought up to date prior to readmission consideration or registration.

V. Payment Plans

- A. To allow students to make payments in installments the following guidelines are authorized:
 - All payment plans must be paid in full prior to the end of the semester.
 - Payment plans of three (3) installments are authorized for each semester.
 - Payment plans should be requested by the semester tuition due date.
 - Students with an approved payment plan must adhere to the terms of the agreement. Failure to adhere to the terms may terminate the agreement and payment in full is due immediately.

VI. Waiver of Fees

- A. No waiver of tuition or fees is permissible without approval of the Manager of Business Operations.
- B. Any waiver of fees in excess of \$500 requires approval of the president.

VII. The Tuition and Fees Payment policy will be reviewed and updated bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College of Health Sciences:

[BOARD - Tuition and Fees](#)

[HUMAN RESOURCES - Tuition Discounting](#)

Atrium Health:

[FIN 400.03 Change Fund and Collections](#)

FIN 400.11 Payment Card Industry Data Security