

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

HUMAN RESOURCES

SUBJECT: TUITION DISCOUNTING

REVIEWER(S): Dean of Administrative and Financial Services*
Dean of Student Services and Enrollment Management

POLICY

Tuition discounting is the process by which the College reduces its published tuition price. The College may provide tuition discounts to students for a variety of reasons including, but not limited to, financial need, enrollment of teammates or family members, partnership arrangements, and competition from other colleges. Tuition discounts generally apply only to tuition but may include fees, books, supplies, or additional charges of any kind.

PROCEDURE

- A. Tuition discounting for permanent college teammates or family members: Discounted tuition is provided to college teammates (other than college work-study students) and their immediate family. For purposes of this policy, the immediate family is defined as spouse and biological or legally adopted children of the teammate. Discounted tuition is limited to one qualified student per family, per term.
- B. Tuition discounting for permanent Atrium Health teammates: Discounted tuition is provided to Atrium Health teammates. The discount, not to exceed 25%, is awarded for specific programs based on enrollment goals.
- C. To qualify for the discounted tuition, the teammate or family member must complete the Tuition Discount form available from student affairs or administration and finance. The form should be completed and approved in advance of starting classes. Tuition discounts are approved one term at a time and the form must be completed each term.
- D. Generally, teammates and family members may register for classes on a space-available basis, with full-pay students receiving priority in class availability. However, this may be waived for degree- or certificate-seeking teammates or family members. In determining whether enrollment is adequate to justify a class section being offered, the student being charged discounted tuition will not be counted in enrollment.
- E. The teammate must continue his or her permanent employment status for the entire term during which classes are taken and discounted tuition is applied. Upon termination or other changes in employment status, which would make the teammate ineligible for discounted tuition, the teammate will be billed for tuition for the entire term.
- F. The College may provide discounted tuition in the form of scholarships or other institutional aid to students for reasons of financial need or competition with other colleges. Such discounts may be covered by the CHS Loan, general scholarships, or reduced tuition. Any discounts applied to the tuition of students is done so on a semester-by-semester basis and can be withdrawn or discontinued at any time. All other forms of financial aid should be applied before applying a tuition discount. If the discount applied leads to a credit balance, the refund will be reduced to the point where no balance remains.

G. The table below describes the various discounts available for teammates and family members.

Eligibility	Academic Credit Courses	Non-Credit Courses
Carolinas College Permanent Full-Time Teammate or Immediate Family Member (\geq 32 scheduled hrs./week)	100% Discount	100% Discount
Carolinas College Permanent Part-Time Teammate or Immediate Family Member (16-31 scheduled hrs./week)	50% Discount	50% Discount
Carolinas College Permanent Part-Time Teammate or Immediate Family Member (<16 scheduled hrs./week)	25% Discount	25% Discount
Permanent Atrium Health Teammate*	Up to 25% Discount**	Up to 25% Discount**

*Specific requirements may apply such (e.g., licensure requirement, clinical teammate, etc.) depending on the discount being applied

**Program-specific based on enrollment goals

H. The Tuition Discounting policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policy to Consult

CCHS:

BOARD - [Tuition and Fees](#)

Related Form

[Tuition Discount](#)