

Procedure: 6.6.1p

Student Tuition and Fees

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I. PURPOSE

Technical College students will be charged tuition and related fees. Tuition for courses in curricula leading to a certificate, diploma, or associate degree shall be charged uniformly among all Technical Colleges unless exempted explicitly by State Board Policy. The State Board shall annually review and establish tuition charged by all Technical Colleges.

The Commissioner has the authority to approve college fees as deemed by the State Board. Therefore, local colleges should recommend annually to the Commissioner for approval of all fees.

Only State-approved tuition and commissioner-approved fees shall be charged unless TCSG policies or procedures are exempted.

II. RELATED AUTHORITY

O.C.G.A. § 50-36-1 – Verification Requirements, Procedures, and Conditions; Exceptions; Regulations; Criminal and Other Penalties for Violations

Title 8 of Code of Federal Regulations (8 CFR) Part 214-Nonimmigrant Classes/Sec. 214.2

34 C.F.R. § 688.22 – Treatment of Title IV Funds When a Student Withdraws

TCSG State Board Policy 6.2.2 – Residency

TCSG State Board Policy 6.6.1 – Student Tuition and Fees

Federal Student Aid Handbook

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

III. APPLICABILITY

All Technical Colleges associated with the Technical College System of Georgia

IV. DEFINITIONS:

- A. **Career Plus High School Equivalency:** A state-approved course-based School Equivalency (HSE) credential in Georgia. The standards and requirements selected for attaining the Career Plus High School Equivalency credential are comparable to the high school graduation requirements set by the Georgia Department of Education. Career Plus HSE is designed to provide Adult Education students who are 21 years of age or older and who have not completed their high school diploma a high school equivalency option that allows for the transfer of previously earned high school credits and/or HSE exam credits (GED and HiSET) and the successful attainment of Technical College postsecondary credentials.

- B. Course Related Fees or Supplies:** fee or supply items required for participation in a specific course that all students enrolled in the specific courses must pay or purchase. Course-related fees or supplies may include, but not be limited to, the following: lab fees, materials, supplies, tools, equipment, and course-related drug tests. Course-related fees or supplies do not include books.
- C. Domicile:** a person's present, permanent home where the individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one domicile, even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's domicile. To acquire domicile, an individual must demonstrate intent to remain permanently or indefinitely.
- D. Dual Achievement Program:** the high school diploma attainment program administered by the Technical College System of Georgia as authorized by O.C.G.A. 20-4-11 whereby students who are 16 years of age or older and who have completed specific coursework requirements and who have withdrawn from secondary school, to enroll in this program at a Technical College of this State and achieve a high school diploma in conjunction with the completion of one or more other components of the postsecondary technical program.
- E. Dual Credit Enrollment:** an arrangement whereby a high school student is enrolled in postsecondary coursework with a postsecondary institution and earning postsecondary credit hours while continuing to pursue a high school diploma, and the student's high school has agreed to accept the postsecondary coursework toward the student's high school graduation requirements.
- F. Dual Enrollment-** the dual credit enrollment program administered by Georgia Student Finance Commission, in accordance with O.C.G.A. §20-2-161.3, to assist students who are attending a participating eligible high school or eligible Home Study program located within the State of Georgia and enrolled in coursework at a participating eligible postsecondary institution as dual credit enrollment students in the Dual Enrollment program.
- G. Dually Enrolled Adult Education Student:** an adult education student who is pursuing a high school equivalency (including students enrolled in the Career Plus High School Equivalency Program), HiSET, or GED credential while also being enrolled in postsecondary coursework that is embedded in a career pathway within a postsecondary institution and earning postsecondary credit hours.
- H. Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I94/I-94A) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); "Victim of human trafficking," "Battered Immigrants-qualified aliens," T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-

Haitian Entrant.

- I. **Exemption:** not charging tuition and/or fees for a specific category of student or course defined at the system or college level.
- J. **Full-Time Student:** a student who takes twelve or more credit hours in any given term is considered a Full-Time Student.
- K. **Georgia Student:** a student who is a resident of the United States and otherwise qualifies as a Georgia Resident shall pay tuition and fees prescribed by the State Board for in-state students.
- L. **Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Noncitizen and is domiciled in the State of Georgia and meets the instate tuition requirements of the Technical College System of Georgia.
- M. **Joint Enrollment:** an arrangement whereby a high school student is enrolled in postsecondary coursework with a postsecondary institution while continuing to pursue a high school diploma. The high school has not agreed to accept the postsecondary coursework as credit toward the student's graduation requirements.
- N. **Mandatory fees are** fees charged to all students as required by the Technical College System of Georgia. Mandatory fees shall include, but are not limited to, the instructional support and technology fee, application fee, registration fee, student activity fee, and student accident insurance fee.
- O. **Non-Citizen Student:** a person who is not a United States-born or naturalized citizen of the United States., including persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa and who do not otherwise meet the definition of an Eligible Non-Citizen.
- P. **Non-Course Related/Non-Mandatory Fees:** fees paid by some students as required by each Technical College. **Non-course related/non-mandatory** fees shall include, but are not limited to, parking fees and fines, late fees, library fees, and fines, graduation fees, housing fees, and food service fees.
- Q. **Out-of-State Student:** students who are residents of the United States but do not otherwise qualify as Georgia Residents. A person who has not established domicile in the State of Georgia for at least 12 months prior to the first day of classes for the term for which the person intends to enroll.
- R. **Waiver:** a president's decision to not require a student to pay a mandatory or non-mandatory fee that would otherwise be charged to the student.

V. ATTACHMENTS

6.6.1p.a1 Reciprocity Agreement with Alabama

6.6.1p.a2 Example Tuition Assistance Return of Funds Procedure

VI. PROCEDURE:

A. General Considerations:

1. Payment of tuition and fees may be deferred until the end of the term on a case-by case basis if the Technical College has confirmed the student's eligibility for financial aid from a government entity, business/industry, work-study, foundation, or another 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. All arrangements/authorizations must be agreed to by the System Office 7 Day Census Date of each term/part of term the course is taught. After all payment options have been exhausted, students with unpaid balances by the payment deadline must be purged from enrollment records for the term. For parts of term that begin after the System Office 7 Day Census, the payment deadline shall be no later than the seventh instructional day of the part of term in which the course is taught.
2. The State Board shall annually review and establish tuition charged by all Technical Colleges. Local colleges should recommend annually to the Commissioner for approval of all fees.
3. All State-approved tuition and fees shall be charged unless other TCSG Board policies or procedures are exempted.
4. Student fees shall be considered a source of revenue when developing annual budgets. Therefore, any revenues exceeding budgeted estimates shall be amended into the annual operating budget during the fiscal year.
5. The Technical Colleges shall publish all student fee charges and refund policies in appropriate catalogs and other mediums accessible to students and the general public.
6. Tuition will be assessed up to and including 15 credit hours each term. Technical Colleges will not charge tuition for hours taken over 15 credit hours.
7. Each college shall be responsible for verifying 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.
8. Each college shall be responsible for compliance with state and federal immigration laws on 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.

9. TCSG students will not be charged a proctoring fee for distance education by another TCSG college. Students choosing to utilize a proctor outside the TCSG are responsible for finding a qualified proctor (approved by their institution). Any fees associated with utilizing an external proctor are not controlled by TCSG and are solely the student's responsibility.
10. 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.

B. Georgia Students:

1. Under TCSG's residence policies and procedures, students classified as Georgia students will be charged the tuition rate set for in-state students by TCSG.

C. Out-of-State Students:

1. Under TCSG's residence policies and procedures, students classified as Out-of-State will be charged a tuition rate twice that charged for those classified as Georgia Students.
2. The Commissioner or President may approve exceptions to this provision, provided:
 - a. A written statement of reason is on file, or there is evidence of a written reciprocity agreement with relevant institutions in another state.
 - b. The Commissioner may approve agency-wide exceptions to this policy under certain circumstances. (i.e., National Emergencies, etc.)
3. Under no circumstances shall Out of State students be charged tuition or fees lower than those charged to Georgia Students.
4. All fees, other than tuition, shall be at the same rate for all students.
5. Colleges may exercise discretionary flexibility to enroll out-of-state applicants, including those covered under the military exemption, into competitive-admission programs or regular programs when capacity, workforce needs, or institutional priorities justify such action.
 - a. Eligible applicants include active-duty service members, spouses, and legal dependents stationed in Georgia, and/or in a bordering state, regardless of their official state of legal residency.
 - b. Verification of military status (e.g., current orders, dependent identification) must be provided at the time of enrollment.
 - c. Veterans service members are also covered under this exemption.

D. Non-Citizen Students:

1. 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 tuition rate four times that for students classified as Georgia Students.

2. 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.
3. 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.
4. All fees, other than tuition, shall be at the same rate for all students.
5. Colleges may exercise discretionary flexibility to enroll eligible non-citizens and eligible visa holders into competitive-admission programs or regular programs when capacity, workforce needs, or institutional priorities justify such action.
6. Under no circumstances shall non-citizen students be charged tuition or fees lower than those charged out-of-state students.

E. Waiver of Student Tuition and Fees:

1. The Commissioner grants presidents, or their designee, the authority to waive mandatory and non-mandatory fees, except for the “instructional and support technology fee.” The “instructional and support technology fee” may be waived only under the following circumstances:
 - a. Faculty, staff, and administrators participate in staff development activities related to the employee's job or career in the organization and studying at a Technical College within the Technical College System of Georgia. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from their president or assistant commissioner.
 - b. 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 at which the student registered 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.
2. As defined in OCGA 20-3-660, students deemed eligible shall have all tuition, fees, housing, meal, room, and board costs waived as long as the student remains eligible.
3. All waivers of student tuition and fees are not explicitly addressed in State Board Policy 6.6.1. Student Tuition and Fees, or in this procedure, must be approved by the Commissioner. The college must maintain written documentation for each waiver.

4. The college shall maintain record of all waivers in the BANNER Student Registration and Account System. According to the procedures authorized by the Commissioner, the Technical College president may waive tuition for students on a term-by-term basis. The waivers shall not exceed five percent of the headcount of the student enrollment at the Technical College immediately preceding the fall term.
5. Notwithstanding any provision in this policy, no person unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

F. Exemption of Mandatory Fees for Active-Duty Military:

1. College presidents may choose to exempt fees for students using Tuition Assistance as a funding option for tuition and fees.

G. Exemption of Tuition and Fees:

1. Upon request, Georgia Students sixty-two (62) years of age or older who are otherwise qualified may attend Technical Colleges for credit courses only, without charge or payment of the standard tuition rate on a space available basis.
2. 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 needed for participation in the adult education program.
3. Dual Achievement and Career Plus High School Equivalency 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.
4. 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, dually enrolled adult education 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 a college utilizes this option, it must apply to all dually or jointly enrolled high school students, dually enrolled adult education students, or Dual Achievement Program students attending the college for the time frame the exemption applies.
5. Presidents can exempt all fees, including the “instructional and support technology fee” for military members using tuition assistance.
6. Presidents have the authority to exempt up to 36 months of tuition and fees toward the award of an associate degree, diploma, 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 Medal 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.).

7. Mandatory and non-course related fees not covered for Dual Enrollment and Dual Achievement students must be exempted. However, course-related fees and supplies may be assessed, not including book(s).
8. 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.

H. Refunds of Tuition and Fees:

1. Students withdrawing from a course no later than the end of the sixth instructional day of the term 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 college's standard academic calendar. Technical Colleges may have a deadline sooner than the sixth day, depending on their academic calendar. Colleges must notify students of each semester or module's deadline.
2. Students who withdraw from a course after the college's designated day of the term shall receive no refund.
3. For those students receiving federal financial aid, the Technical Colleges shall make available consumer information that may be found at <https://fsapartners.ed.gov/knowledge-center/fsa-handbook> under the appropriate aid year's Federal Student Aid Handbook. Although there will be no refund of tuition and fees after the college-designated 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.
4. 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 the number of days completed divided by the total days in the enrollment period (semester). Participating Technical Colleges are required to adopt and implement the procedure in Attachment 1.

I. Refunds of books and supplies:

1. No refunds shall be made for supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms.
2. Refunds shall be made for books returned in new condition and accompanied by a receipt following the college's book refund policy. In addition, the book refund policy shall be prominently posted in the Technical College bookstore.
3. Technical Colleges that have contracted out their bookstore operations shall ensure that the contractor adheres to the college's book refund.

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

VII. RECORD RETENTION:

Documents collected according to this procedure are subject to the Georgia Records Retention Schedule.

Attachment: 6.6.1p.a1.

**RECIPROCITY AGREEMENT: OUT-OF-STATE TUITION WAIVER
THE ALABAMA COLLEGE SYSTEM AND THE
GEORGIA POSTSECONDARY VOCATIONAL EDUCATION SYSTEM**

WHEREAS, many communities, although separated by state boundaries, are inextricably involved in mutually supportive cultural, community, and economic development activities; and

WHEREAS excessive out-of-state tuition may not only deny many residents of Georgia and Alabama access to quality postsecondary education, but it is also counter-productive to the economic development of our respective states; and

WHEREAS many residents of Georgia and Alabama are employed in their neighboring states; and

WHEREAS, through a cooperative, collaborative effort, the Georgia postsecondary vocational institutions and the Alabama postsecondary academic institutions can provide students in each State with comprehensive educational opportunities without the necessity of creating new postsecondary institutions in many communities; and

WHEREAS, the Alabama State Board of Education has authorized Dr. Charles L. Payne, Chancellor, to develop reciprocity agreements whereby out-of-state tuition surcharges are waived for students of a contiguous state under the same terms and conditions as out-of-state tuition surcharges are waived for Alabama residents by said contiguous State; and

WHEREAS the Georgia State Board of Postsecondary Vocational Education has authorized Dr. Kenneth H. Breeden, Executive Director, to approve out-of-state tuition waiver reciprocity agreements with relevant institution in a contiguous state provided there is a written application submitted by the institutions that out-of-state students will be admitted only on a "space available" basis. The costs of tuition and fees for an out-of-state student will not be an amount less than that paid by residents of Georgia:

NOW, THEREFORE, BE IT RESOLVED that I, Charles L. Payne, representing the Alabama public community, junior, and Technical Colleges as authorized by the Alabama State Board of Education, and that I, Kenneth H. Breeden, representing the Georgia public postsecondary vocational institutions as authorized by the Georgia State Board of Postsecondary Vocational Education do hereby agree that students who attend a public postsecondary vocational institution in Georgia who apply and if accepted by an Alabama community, junior, or Technical College, will pay tuition and fees at the same rate as charged to Alabama resident students and that Alabama students who attend an Alabama public community, junior, or Technical College who apply and if accepted by a Georgia public postsecondary vocational institution will pay tuition and fees at the same rate as charged to Georgia resident students; and

BE IT FURTHER RESOLVED that this reciprocity agreement for waiver of out-of-state tuition will become effective Summer Quarter 1986 and will continue in effect until canceled by either party or successors thereof provided that if canceled, all nonresident students enrolled under the terms of this agreement will be allowed to complete the program under the terms of

this agreement entered into on May 9, 1986, in Phenix City, Alabama, and Columbus, Georgia,
by:

Signed by
Charles L. Payne, Chancellor
Representing the Alabama State Board of
Education on behalf of the Alabama
Community, Junior, and Technical
Colleges

Signed by
Kenneth H. Breeden, Executive Director
Representing the State Board of Post-
secondary Vocational Education on
behalf of Georgia Postsecondary
Vocational Institutions.

Note: This agreement is undated.

Return of Military Tuition Assistance:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the total amount of TA funds initially awarded. To comply with Department of Defense (DOD) policy, _____ Technical College will return any unearned TA funds on a proportional basis through at least the 60% point of the payment period (term) for which the funds were provided.

TA funds are earned proportionally during an enrollment period, with unearned funds returned based on the point in the term at which a student stops attending. For example, suppose a service member stops attending due to a military service obligation. In that case, _____ Technical College will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

Return policies apply to students who withdraw on or before the 60% point of the term. The 60% point is indicated on the published college calendar as the last day to withdraw with a W. Discontinuing enrollment after the 60% point will not result in an adjustment to the student's Tuition Assistance for that term. All unearned funds will be returned to the respective military service branch—not to the service member—within 45 days of the withdrawal's determination date. The student may be responsible for the repayment of any unearned funds.

Return of Funds:

_____ Technical College will be required to return some, or all of the TA awarded to service members that did not complete at least 60% of each course. The student then owes the College the amounts returned to the proper military branch on their behalf. The student may also be required to return/repay some portion of the TA received as a refund by the student.

Calculation of TA Returns

_____ Technical College operates on a semester schedule that includes _____-week full-term courses and _____ mini-session courses within the entire semester. _____ Therefore, the Technical College recalculates TA eligibility for students who fail to attend, officially withdraw, or are dismissed before completing 60% of the enrollment period. The enrollment period is computed from the "classes begin" date to the "last day of classes" date listed on the college calendar. Recalculation is based on the percent of aid earned using the following formula:
$$\text{Number of Days Completed} / \text{Totals Days in Enrollment Period} = \text{Percent Earned}.$$

The schedule for returns is as follows:

(Please note, the scale below is approximate; actual return amounts will be calculated for each student based on the date of determination of withdrawal.)

(Weeks in College semester) -week Full Semester

Course withdrawal submitted:

Before courses begin or throughout the drop/add and no-show period (week 1): 100% return
During week 2: 90-99% return
During weeks 3-4: 80-89% return
During weeks 4-5: 70-79% return
During weeks 5-6: 60-69% return
During weeks 7-8: 50-59% return
During weeks 8-10: 40-49% return
During weeks 10-____: 0% return (60% of the course is completed)

(Weeks in College Mini Semester)-week Mini Session

Course withdrawal submitted:

Before courses begin or throughout the drop/add and no-show period (week 1): 100% return
During week 2: 70-85% return
During week 3: 60-69% return
During week 4: 45-59% return
During week 5: 40-45% return
During weeks 5-____: 0% return (60% of the course is completed)

Following the drop/add period, returns are calculated and scheduled based on the actual number of days attended using the formula above. The percentage of a student's TA matches the actual attendance percentage and will be returned.