

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) The Board of Trustees by authority of the North Carolina Administrative Code, Section 2D.0200, is authorized to establish certain specified student fees and additional student charges.
- (2) This policy hereby sets forth the fees and additional student charges which are established by the Roanoke-Chowan Community College Board of Trustees.
 - (2.1) Curricular Student Activity Fee—Student activity fees are paid each semester by all day and evening curricular students. Fees are \$17 per semester for students registered for six or more credit hours; \$8.50 for students registered for less than six credit hours. During the summer term, all curricular students will pay an activity fee of \$4. Any expenditure from these funds must be related directly to student activities. Senior citizens, 65 years of age or older, prison inmates, and college employees are exempt from student activity fees.
 - (2.2) ABE/GED Student Activity Fee—Student activity fees are paid once a year by ABE/GED students if they choose to participate in on-campus student activities. Fees are \$17 per year.
 - (2.3) Graduation Fee—A \$30 fee is established for all graduating students to cover the cost of cap, gown, and diploma. For students earning more than one degree, diploma, or certificate, a charge of \$5 will be required to cover the cost of each additional degree, diploma, or certificate. An additional fee of \$3 will be charged to cover the cost of mailing a degree, diploma, or certificate.
 - (2.4) Transcript—The College is authorized to issue an RCCC transcript of courses taken at the College to the appropriate institution, agency, or individual upon written request by

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the student. A \$3 fee will be charged for each official transcript issued; requests for unofficial transcripts will not incur a fee charge.

- (2.5) Student Insurance—Students enrolled in curricular and certain occupational extension courses are required to purchase accident insurance. The cost is \$1.25 per semester.
- (2.6) Overdue and Lost Library Materials—Library fines are set at \$.10 per day for each overdue item in the library’s general collection. Reserve book fines are assessed at \$.25 the first hour or part of an hour for all hours the Learning Resources Center is open. Fines may accumulate to a maximum of \$10. A \$5 processing fee is established for the replacement of any lost material, plus the replacement cost of any lost material.
- (2.7) Identification cards—There is a \$1 charge for identification cards issued to certain non-credit students, and a \$5 charge for replacement of previously issued ID and library cards.
- (2.8) Community Service Class Fees*—The registration fee for community service extension courses is established at \$20.
- (2.9) Self-Supporting and Recreational Extension Course*—The Board authorizes the President or designee to establish appropriate registration fees for self-supporting and recreational extension courses at a rate sufficient to the costs of such courses.
- (2.10) Small Business Student Fees—The collection of a Small Business Student Fee of up to \$30 per activity is authorized. The determination of the fee (up to the maximum) will be at the discretion of the President or designee (the Dean of Continuing Education & Workforce Development). Funds from collected fees will be deposited in a special Small Business Center account and will be used to provide support services which may include, but are not limited to, instructional supplies and materials, student refreshments, and

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marketing and promotional materials. An annual review of expenditure of these funds will be conducted and reported to the Board of Trustees.

- (2.11) Additional Student Charges—Several courses require additional student charges for items such as tools, supplies, equipment, insurance, uniforms, and travel. These charges will be determined by vendor costs, but the College will make every effort to keep student costs as low as possible.

- (2.12) Tuition and Fees Deferment Late Fee—The College is authorized to charge a \$20 late fee to any student who does not make the required deferred payment(s) in accordance with the repayment schedule as stated on the properly executed promissory note.

- (2.13) Computer Use and Technology Fee—The College is authorized to charge a computer use and technology fee of \$16 per semester for full-time curriculum courses (curriculum fee will be pro-rated for part-time enrollment), and a fee of \$5 per course for Continuing Education classes.

* Certain parties are exempt from these fees as stipulated in the North Carolina Administrative Code, Section 2D.0203.