

Student Tuition and Fees/Refunds/Returns to Title IV

Georgia Student Tuition

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 Tuition

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 Tuition

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.

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 Page 3 of 5 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 headcount 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, Military Reserve, and Georgia National Guard Combat Veterans

Eligible participants must be Georgia residents who are active members of the U.S. Active Duty Military, Military Reserves, and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001, and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable TCSG institution and be accepted for admission.

Upon request, eligible participants shall receive an exemption of all mandatory fees charged by TCSG institutions for a term for which all students are required to make payment.

Students receiving this exemption shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).

Exemption of Tuition and Fees

Upon request, Georgia residents over sixty-two (62) years of age may attend technical colleges, 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.

Refunds of Tuition and Fees

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 the number of days completed divided by the total days in the enrollment period (semester).

For those students receiving federal financial aid, Coastal Pines Technical College shall make available Consumer Information that may be found at www.ifap.ed.gov 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 attended up to the point of 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, diskettes, tools, and uniforms. Refunds shall be made for books that are returned in new condition 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.

Dually Enrolled High School or Adult Education Students

Tuition and fees for all dually enrolled high school students or dually enrolled adult education students, 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 dual-enrolled high school students or dually enrolled adult education 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.

Presidents have 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 for all dual enrollment students must be exempted. 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.