

Tuition and Fees

Students attending Coastal Pines Technical College (CPTC) shall normally be charged tuition and related fees, unless otherwise exempted.

Tuition for courses in curriculum leading to a certificate, diploma, or associate degree shall be charged on a uniform basis.

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.

Registration Related Fees and Expenses

Special Instructional Fee

The Special Instructional Fee is assessed credit students each term to assist with instructional costs.

Instructional Technology Fee

The Instructional Technology fee is assessed each term to all credit students to assist in providing instructional resources and technology.

Registration Fee

The registration fee is assessed to credit students each term at the time of registration.

Parking and Facilities Fee

All motor vehicles parked on Coastal Pines Technical College property by students, faculty and staff must be registered and must have a parking decal. Students are required to pay the non-refundable Parking and Facilities Fee each semester.

Student Activity Fee

A student activity fee is charged each term to each student taking credit courses at CPTC. Activity fees are used to promote the interests of college organizations and activities. Students taking courses entirely online are not required to pay this fee.

Campus Security Fee

A campus security fee is assessed each term to credit students to assist with campus security costs.

Student Accident Insurance Fee

Some allied health and service program students are required to obtain malpractice insurance for coverage in the internship and clinical education.

Program Fees

Students in certain programs or courses that have higher operational costs are subject to additional fees.

The Program Fee is assessed to students in the following majors:

Allied Health Programs:

- Paramedicine, EMT, EMS Professions, AEMT, EMS Pre-Hospital
- Medical Assisting
- Neuromuscular Massage Therapy
- Nursing
- Practical Nursing
- Radiology Technology
- Respiratory Therapy
- Surgical Technology
- Health Care Assistant
- Health Care Science Phlebotomy

Professional Services:

- Engineering Technology
- Paralegal

Technical and Industrial Programs:

- Machine Tool
- CNC Specialist,
- Welding and Joining
- Basic Shielded Metal Arc Welder

- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Advanced Shielded Metal Arc Welder,
- Naval Maintenance

Late Registration Fee

Late registration will be allowed for students accepted prior to the beginning of the term who do not register and pay fees prior to the close of Open Registration on a space-available basis. An additional fee may be charged for late registration. Late registration begins at the close of Open Registration and continues through the first three business days of the term.

Textbooks, Supplies and Uniforms

Students may be required to have books, tools, uniforms, safety gear and other equipment appropriate to the program of study. All required books and many of the students' other needs may be purchased at the CPTC College stores.

Tuition and Program Fees

TUITION AND FEES

INSTRUCTIONAL TECHNOLOGY FEE	\$105.00
SPECIAL INSTRUCTIONAL FEE	\$55.00
REGISTRATION FEE	\$60.00
STUDENT ACTIVITY FEE	\$35.00
STUDENT ACCIDENT INSURANCE FEE	\$6.00
CAMPUS SECURITY FEE	\$25.00
PARKING & FACILITIES FEE	\$25.00
TOTAL FEES	\$311.00
*PROGRAM FEE	\$45.00

Some programs may have additional program-specific fees, please see the programs fee schedule for all program fees.

*The following programs are assessed an additional Program Fee:

ALLIED HEALTH PROGRAMS

ADVANCED EMERGENCY MEDICAL TECHNICIAN, EMS PRE-HOSPITAL OPERATIONS, EMS PROFESSIONS, EMERGENCY MEDICAL TECHNICIAN, HEALTH CARE ASSISTANT, HEALTH CARE SCIENCE, MEDICAL ASSISTING, NEUROMUSCULAR MASSAGE THERAPY, PARAMEDICINE, PHLEBOTOMY, PRACTICAL NURSING, RADIOLOGIC TECHNOLOGY, RESPIRATORY CARE, SURGICAL TECHNOLOGY

BUSINESS AND COMPUTER

ENGINEERING TECHNOLOGY, PARALEGAL

TECHNICAL AND INDUSTRIAL

MACHINE TOOL TECHNOLOGY, METALS TECHNICIAN, CNC SPECIALIST, NAVAL MAINTENANCE APPRENTICE, WELDING AND JOINING TECHNOLOGY INCLUDING: BASIC SHIELDED METAL ARC WELDER, ADV. SHIELDED METAL ARC WELDER, GAS METAL ARC WELDER, GAS TUNGSTEN ARC WELDER

CREDIT HOURS	TUITION	IN-STATE	OUT-OF-STATE	FOREIGN
		TUITION AND FEES	TUITION AND FEES	TUITION AND FEES
1	\$100.00	\$411.00	\$511.00	\$711.00
2	\$200.00	\$511.00	\$711.00	\$1111.00
3	\$300.00	\$611.00	\$911.00	\$1511.00
4	\$400.00	\$711.00	\$1111.00	\$1911.00
5	\$500.00	\$811.00	\$1311.00	\$2311.00
6	\$600.00	\$911.00	\$1511.00	\$2711.00
7	\$700.00	\$1011.00	\$1711.00	\$3111.00
8	\$800.00	\$1111.00	\$1911.00	\$3511.00
9	\$900.00	\$1211.00	\$2111.00	\$3911.00
10	\$1,000.00	\$1311.00	\$2311.00	\$4311.00
11	\$1,100.00	\$1411.00	\$2511.00	\$4711.00
12	\$1,200.00	\$1511.00	\$2711.00	\$5111.00
13	\$1300.00	\$1611.00	\$2911.00	\$5511.00
14	\$1400.00	\$1711.00	\$3111.00	\$5911.00

Program Specific Fees

ALLIED HEALTH PROGRAMS

Registered Nursing

Program Fee \$584.00 per semester, a combination of the ASN Technology fee and lab fee
Malpractice Insurance \$3.18 per semester, while in clinical classes as identified by the program advisor
HESI fee \$51.00 per RNSG class

Practical Nursing, Health Care Science, Health Care Assistant

Program Fee \$45.00 per semester, while enrolled in occupational courses
Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by the program advisor
CPR Card \$10.00 Students enrolled in NAST 1100, ALHS 1040, PNSG 2030
ATI dues (*Practical Nursing*) \$584.00 1st, 2nd, and 3rd semester

Nurse Aide

Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by the program advisor
CPR Card \$10.00 Students enrolled in NAST 1100, ALHS 1040

Paramedicine, EMS Professions, Pre-Hospital Operations, Emergency Medical Technician, Adv. Emergency Medical Technician

Program Fee \$45.00 per semester, while enrolled in occupational courses
Malpractice Liability Insurance \$13.25 per semester, while in clinical classes as identified by the program advisor

Medical Assisting

Program Fee \$45.00 per semester, while enrolled in occupational courses
Edmentum Subscription Fee \$50.00 Students enrolled in MAST 1180

Surgical Technology

Program Fee \$45.00 per semester, while enrolled in occupational courses
AST dues \$45.00 Students enrolled in SURG 2240
Certification Exam Fee \$190.00 Students enrolled in SURG 2240
Dosimeter \$40.00 Students enrolled in SURG 1120

Radiologic Technology

Program Fee \$45.00 per semester, while enrolled in occupational courses
Dosimeter \$40.00 Students enrolled in RADT 1320, RADT 1330, RADT 2340, RADT 2360
Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by the program advisor
CPR Card \$10.00 Students enrolled in RADT 1010

Respiratory Care

Program Fee	\$45.00	per semester, while enrolled in occupational courses
Trajecsys	\$100.00	Students enrolled in RESP 2090
SAE Respiratory Test Fee (3 Exams - \$40, \$40, \$60)	\$140.00	Students enrolled in RESP 2170
State Board Licensure Fee	\$150.00	Students enrolled in RESP 2170
Kettering Seminar	\$325.00	Students enrolled in RESP 2130
Classmate	\$85.00	Students enrolled in RESP 2100
CPR Card	\$10.00	Students enrolled in RESP 1130
Malpractice Liability Insurance	\$3.18	Per semester, while in clinical classes as identified by the program advisor

Phlebotomy

Program Fee \$45.00 per semester, while enrolled in occupational courses

Neuromuscular Massage Therapy

Program Fee \$45.00 per semester, while enrolled in occupational courses

TECHNICAL AND INDUSTRIAL PROGRAMS

Welding and Joining Technology, Basic Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder, Advanced Shielded Metal Arc Welder

Program Fee \$55.00 per semester, while enrolled in occupational courses

Machine Tool Technology, CNC Specialist, Metals Technician

Program Fee \$45.00 per semester, while enrolled in occupational courses

Naval Maintenance Apprenticeship

Program Fee \$45.00 per semester, while enrolled in occupational courses

Air Conditioning Technology

HVAC Excellence Exam Fee \$20.00 Students enrolled in AIRC 1030, AIRC 1080

Timber Harvesting Operations

Malpractice Liability Insurance \$3.18 Students enrolled in THOP 1105, THOP 1106

Commercial Truck Driving

CDL Fuel Fee	\$185.00	per semester
Random Drug Testing Fee	\$155.00	per semester
Instructional Technology Fee	\$105.00	
Special Instructional Fee	\$55.00	
Registration Fee	\$60.00	
Student Activity Fee	\$35.00	
Accident Insurance Fee	\$6.00	
Campus Security Fee	\$25.00	

Parking and Facilities Fee	\$25.00		
TOTAL FEES	\$637.00		
CREDIT HOURS	TUITION	TUITION AND FEES	OUT-OF-STATE TUITION AND FEES
9	\$132.00	\$1825.00	\$3013.00

Electrical Lineworker Apprentice

Random Drug Testing Fee \$141.00 per semester

Engineering Technology

Program Fee \$45.00 per semester, while enrolled in occupational courses

BUSINESS AND COMPUTER

Paralegal

Program Fee \$45.00 per semester, while enrolled in occupational courses

PROFESSIONAL SERVICES

Cosmetology

Program Fee \$45.00 per semester, while enrolled in occupational courses

Liability Insurance \$3.18.00 per semester

Early Childhood Care and Education

Malpractice Liability Insurance Fee \$9.52 Students enrolled in ECCE 2245, 2246

Fees are subject to change without notice.

Other Fees and Expenses

Application Fee	\$25.00	one time, non-refundable
Exemption Exam Fee	25% of tuition	Cannot be paid by financial aid
ID Replacement Fee	\$5.00	each
Parking Decal Replacement Fee	\$2.00	each
Placement Exam Retest Fee	\$15.00	each
Graduation Participation Fee	\$40.00	per ceremony (non-refundable)
Award Replacement/Reprint Fee	\$25.00	each
Transcript Fee	\$7.50	each
Express Transcript Fee	\$15.00	each
Return Check Fee	\$30.00	per occurrence
Nelnet Default Administrative Fee	\$40.00	per occurrence

Fee Payment

Payments may be made to the cashiers during regular business hours or online via BannerWeb.

The College will accept personal checks with proper identification for fees, tuition, services, and bookstore items. When a bank refuses to honor a personal check, the college shall charge a service fee to the person who presented the check. This service fee may not exceed \$30 and will include the amount of any fee charged to the College by the financial institution.

Students shall be notified by mail of a dishonored check and the Business Office shall place an "administrative hold" on the students' accounts and records. Until the "administrative hold" is cleared, the student shall not be issued grade reports, transcripts, or any other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, the college may also administratively drop or withdraw the student from class(es).

Due diligence in collection activities will be practiced by the College, up to and including referral to court and/or collection agencies, as deemed appropriate.

Refund Guidelines

The following guidelines apply to refunds of tuition and fees:

Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access grade reports, transcripts, or other student records until all delinquent fees are paid. Students may incur additional fees if the debt is turned over to a collection agency.

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.

Return to Title IV Funds Policy

Students who are receiving assistance from federal financial aid, Federal Pell Grant, or Federal Supplemental Education Opportunity Grant (FSEOG), and withdraw from all classes prior to completing more than 60 percent of the semester will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal financial aid funds received for that semester. This policy applies to all students who withdraw, drop out, or are suspended or expelled from CPTC and who have received Title IV funds. Students are responsible for paying this debt. Students' records will be placed on hold and he/she will not be allowed to register for classes until this amount owed is paid in full.

Non-Credit Courses

- Persons enrolled in non-credit courses that are canceled due to insufficient enrollment at the discretion of the College will receive a 100% refund of all fees.
- Persons providing written notification to the Economic Development Department at least 48 hours prior to the beginning of a course will receive a 100% refund of all fees.
- No refunds will be made after the course begins without the written approval of the Vice President for Economic Development.

Bookstore

- No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, book bags and totes, clothing, etc.) Exchanges may be allowed for a limited time.
- Refunds shall be made for books that are returned in new, resalable condition and accompanied by the original receipt in accordance with the book refund procedure. The book refund procedure shall be prominently posted in the College Store.
- No refund shall be made for books issued to students participating in the Dual Enrollment program.

National Emergencies

- All tuition and fees will be refunded to any student who is required to withdraw from courses as a result of being called into active duty.
- All tuition and fees will be refunded to any student required to relocate in response to a national emergency.

Special Conditions

- No refund of tuition and fees shall be made to any student who has commenced attendance and does not formally withdraw, is suspended for disciplinary reasons, or leaves the college as a result of disciplinary action.
- No refund of tuition and fees shall be made for reducing course load after the first five instructional/business days of the term unless the institution is at fault.

Disbursement

- Refunds shall be made without requiring a request from the student.
- Refunds shall be made within 30 days of the last day of attendance if written notification of withdrawal has been provided to the College by the student or within 30 days of the date the institution was made aware of an unofficial withdrawal.

Financial Obligations - Holds

Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access grade reports, transcripts, or other student records until all delinquent fees are paid. Students may incur additional fees if the debt is turned over to a collection agency.