

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

Section III - Business & Finance

SUBJECT: TUITION AND FEES

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

I. POLICY

Tuition and fees will be adequate to ensure financial viability of the college, when coupled with other anticipated sources of revenue. Tuition will be either program-based or per-credit-based; fees will address expenses related to specific college services or equipment. Recommendations for changes in tuition and fees will be approved by the college leadership team and by the board of directors.

II. PROCEDURE:

A. Charges

1. Application Fee - \$50 to be submitted with the application for admission to for-credit health care programs and general studies. Tuition - \$325 per semester hour of credit in healthcare courses and \$266 for general education courses per semester hour of credit. Tuition for specially designated classes may differ and will be clearly communicated.
2. The following program tuition is charged:
 - a. Medical Lab Science = \$8072
 - b. Histotechnology = \$8072
 - c. Radiation Therapy = \$8200
 - d. Nurse Aide I = \$595 day & evening classes (includes background check fee)
 - e. Nurse Aide II = \$750 (includes textbook)
 - f. Phlebotomy = \$625
3. Activity Fee - \$25 to be charged to students enrolled in for-credit programs each semester. This fee covers college-related activities.
4. Laboratory and Testing Fees - Lab fees provide for lab supplies, equipment, breakage, and any specialized testing required. Testing fees provide for required curriculum-specific standardized testing.

Surgical Technology Program	\$40 - 1 st semester, \$85 - 2 nd semester, \$230 - 3 rd semester
Science Classes	\$40 per semester
Nursing Classes	\$210 for NUR 101 and 202; \$105 for intermediate NUR classes
Radiologic Technology Program	\$80 per semester
Medical Laboratory Science - Histotechnology	Included with tuition
Radiation Therapy Program	\$80 per semester

5. Technology Fee - \$175 per semester for students enrolled in six or more credit hours; \$75 per semester for students enrolled in fewer than six credit hours.
6. Graduation Fee - \$125 is charged to for-credit program students (along with other semester tuition and fees) during the last semester prior to graduation to provide for diplomas and materials and services related to graduation. This is a required fee regardless of the student's intention to attend the graduation ceremony or provide his or her own regalia.

7. Access Control - \$15 fee is charged each semester of study for students enrolled in credit programs.
8. NSF Fee - A \$25 fee will be charged for checks returned unpaid.
9. Background Check Fee – \$40 is charged to all students admitted to a clinical program to cover the cost of a criminal background check (and fingerprinting, if needed). Students who have lived in a foreign country, lived in multiple states, or whose background check results in excessive fees for some other reason, will be assessed the actual cost of the background check prior to final admission to the program.

B. Payment

1. Fees not covered by financial aid for the semester are due prior to the first day of the semester.
2. Fees may be paid in cash, check, VISA, MasterCard, American Express, or Discover Card or online via Sonis. A receipt of payment will be issued. Inter-company charges will be handled as an accounting transaction through the business office.
 - a. Deposits will be made daily with credits to the appropriate revenue accounts.
 - b. Students with outstanding balances related to previous attendance at CCHS (whether due to CCHS or a 3rd party collector) must be brought up to date prior to readmission consideration or registration.

C. Tuition Discounts

1. CCHS teammates (other than college work-study students) and their immediate family receive a discount according to the table below on tuition only. Immediate family is defined as spouse, parent, and biological or legally adopted child of the employee. Teammates are expected to register for classes which do not conflict with their assigned schedule. If class time conflicts with work hours, the manager may approve the registration if an alternate work schedule is reasonable and possible. Registration of CCHS teammates is on a wait-list, space available basis; registration will be confirmed only after general student registration has closed. CCHS teammates will not be considered in determining whether the minimum class threshold has been met. No discount is available to PRN teammates.

For Credit Courses	Non-Degree and AAS Bridge Track General Studies	Program Classes
CCHS Full-Time Teammate or Immediate Family Member (≥ 32 scheduled hrs./week)	100% Discount	100% Discount
CCHS Part-Time Teammate or Immediate Family Member (16-31 scheduled hrs./week)	50% Discount	50% Discount
CCHS Part-Time Teammate or Immediate Family Member (<16 scheduled hrs./week)	25% Discount	25% Discount
CHS Teammate (must complete form and include Employee ID number)	25% Discount	No Discount

Discounts for non-credit, continuing education courses vary by offering.

2. The teammate or family member wishing to take classes (hereafter called "the student") must follow normal application procedures, meet established deadlines, pay the standard application fee, be subject to normal selection criteria, and be governed by the same rules, policies, and procedures which apply to all other students. Similarly, the student is accorded the same rights and privileges as other students other than exceptions outlined in this policy/procedure. CHS and college teammates must complete the teammate discount form available from student affairs or the business office.

3. The student may receive discounted tuition during a semester in which the teammate is not actively employed so long as the lapse in employment is routine and the teammate has indicated the intention to return (i.e., the child of a faculty member who typically does not teach during summer semester may receive discounted tuition during summer as long as the faculty member has expressed the intention of returning in the fall). If the teammate fails to return to work at the anticipated return date or an offer of employment is not made, the student immediately loses discount privileges for future semesters. Should the teammate on whom the discount was based leave the employment of the college, regular (non-discounted) tuition charges will be applied to the student effective with the beginning of the next term.
 4. All charging/tuition records provided to external agencies for purposes of tuition reimbursement, scholarship, verification, etc., will reflect the tuition discount provided.
 5. Discounts apply only to tuition and do not include fees, books, supplies, or additional charges of any kind.
- D. The Tuition and Fees policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____