

501.1 TUITION AND FEES

A. Procedure for Adoption of Revisions to Tuition/Fees Schedule, and for Adoption of Overall College Budget:

Public Hearing

Pursuant to N.J.S.A.18A:3B(6), prior to the date of consideration of any tuition and fee revisions, the Board of Trustees shall conduct a public hearing to permit members of the public an opportunity to offer comments on the proposal. The Board may designate the President and/or the Vice President of Finance and Operations to conduct such a hearing. Written presentation materials and any minutes from the hearing shall be made available on the College's website. The public hearing may be scheduled to occur during a scheduled public meeting of the Board of Trustees.

Not less than seven (7) days in advance of any public hearing, the College shall publicize the hearing via the College's website and post notice of the hearing on appropriate campus bulletin board(s).

B. Schedule of Tuition and Fees

The College's tuition and fee schedule shall be set forth on the College's website and appropriate publications. Students shall be charged on a per credit basis in accordance with their residency status.

C. Student Charges Determined by Residency Status (Credit Programs)

All students in credit courses shall fall into one of the following categories and be charged accordingly:

In County Resident: Resident who maintains a permanent domicile in Warren County for at least 90 days prior to initial registration. Students are also eligible to receive in-county tuition charge if they fall into one or more of the following categories:

- Out-of-county residents receiving chargeback support from their home county,
- Out-of-county residents from counties where WCCC has a reciprocal tuition agreement with their local county college, and
- Persons employed in Warren County
- Persons participating in the Veterans in Pursuit of Education Readiness (VIPER) Program
- Veterans and their spouses/dependents residing in Warren County
- Other persons designated by the Board of Trustees by resolution to be considered in-county residents

In-State Resident: A student who has lived in New Jersey for at least one year prior to registration. New Jersey residency is required for state financial aid.

Out-of-County Resident: An In-State Resident who maintains a permanent domicile in a county other than Warren.

Out-of-State Resident: A student who maintains a permanent domicile in a state other than New Jersey or who has been a New Jersey resident for less than one year prior to registration.

Permanent Residency Visas: Students who are not U.S. Citizens but have Permanent Residency Visas (Green Cards) will be assessed tuition in accordance with their current address.

Resident on a VISA: International Students in the United States under a valid visa may enroll in classes at Warren County Community College. These students will be assessed tuition equivalent to the Out-of-State tuition rate.

Non-Resident on a VISA: Students who are issued an F-1 Visa through Warren County Community College will pay international student tuition and a special application fee. These students must comply with all INS reporting and registration requirements in order to retain their F-1 Visa. These students also must comply with special enrollment deadlines established by the College in order to obtain their F-1 Visas.

These categories apply for the determination of WCCC tuition charges. Individuals not meeting any of the above categories shall be charged tuition in accordance with applicable state and/or federal statutes. Residency requirements for purposes of awarding student financial assistance shall be determined in accordance with federal and state regulations.

D. Residency for Continuing Education Programs (Non-Credit Courses, Programs and Workshops)

Non-credit courses, programs, and workshops offered by Warren County Community College have the same charges regardless of student residency.

E. Documentation Necessary to Determine Residency Status

In order to document residency, a student may be requested to provide the College with appropriate documentation, which may include:

1. Valid New Jersey motor vehicle license or registration or voter registration
2. Current lease or deed
3. Recent tax or utility bill
4. Other official mail addressed to student (other than from WCCC)
5. An affidavit setting forth place and commencement date of permanent residence, relationship to the owner of the property, and the term of any lease.
6. Proof of employment in Warren County (pay stub, letter from employer)

Residency shall be established at the time of application or re-admission to the College.

United States military personnel and their dependents living in Warren County and enrolled at the College shall be regarded as residents of Warren County for the purpose of determining tuition.

F. Senior Citizen Rates

Non-matriculating persons presenting proof of age of 65 or older on the first day of class will be permitted to register and enroll in regularly scheduled credit courses without payment of any

tuition charges provided that available classroom space permits, the senior citizen attends on a non-matriculated basis, and that tuition paying students constitute the minimum number required for the course. Senior citizens will be required to pay all college fees and learning material costs. The senior citizen waiver does not apply to repeated courses.

G. New Jersey National Guard Tuition Waiver

Members of the New Jersey National Guard and their surviving spouses and children will be provided tuition waivers of up to 15 credits per semester in accordance with the provisions of N.J.S.A. 18A 62-23 et seq.

H. Tuition Waiver for Unemployed Persons

NJSA 18A:64A-23.1 et seq. provides tuition and fee waivers for unemployed persons enrolled in a job training course(s). Warren County Community College will waive tuition and fee charges for unemployed Warren County residents meeting NJ Department of Labor standards for participation in this program. As a condition for participation, a student must complete all Financial Aid application materials and provide all required verification documents. The College shall first apply financial aid to the student's account and then waive the balance of any tuition and fee charges not supported through federal or state financial assistance.

Students participating in this program shall be able to enroll on a "space available basis" on the day prior to start of the semester in programs on the approved NJ Department of Labor list. In order to maintain eligibility for this program, students must maintain a passing grade in accordance with the College's Satisfactory Academic Progress Standards. Repeated courses shall not be eligible for a tuition waiver through this program.

I. Payment of Tuition and Fees

Tuition and fees are due at the time of registration except during designated pre-registration periods. Students registering during pre-registration are required to fulfill all payment obligations by designated due date as set by college administration.

Grades and transcripts will not be released until a student satisfies any outstanding payments due to the College. In addition, the student shall not be permitted to register for subsequent semesters until satisfactory payment arrangements have been made with the Finance Office.

J. Tuition Refund Policy

A full refund (100%) of tuition will be made to students who drop a course before the first day of classes. An eighty percent (80%) tuition refund will be made to students dropping a course before the end of the first week of the semester. A fifty percent (50%) tuition refund will be made to students dropping a class before the end of the second week of the semester. No refund will be made for withdrawals after the end of the second week of the semester as shown below.

Prior to the first day of class	100%
Any course or lab cancelled by the College	100%
Course dropped on or before the last day of: 1 st week of classes*	80%

2 nd week of classes*	50%
After the 2 nd week*	0%

*or prorated equivalent for shorter terms (example: summer sessions or Powerpack)

Professional discretion in refunds is permitted on a case-by-case basis through the Special Considerations Committee process.

Any student wishing to appeal a tuition and fee matter shall submit a written Special Considerations Request Form to the Office of Student Services in a timely manner. That form should detail any extraordinary circumstances that should be considered. Students appealing for a medical withdrawal must provide documentation from a licensed medical professional indicating that a student must withdraw from all classes. The "Special Considerations Committee," consisting of representatives from the Finance Office, Student Services, Financial Aid and Academic Affairs will review the appeal and communicate its decision in writing to the student. Should the student wish to appeal the Committee's decision, he/she must submit a written appeal to the President. The decision of the President shall be final.

K. Chargeback

Authorization of a "Chargeback" permitting a Warren County student to attend another community college at that County's in-county tuition rate through a subsidy from Warren County shall be determined in accordance with N.J.S.A. 18A:64A-23 and with any regulations issued by the Commission on Higher Education. A Chargeback will be issued only when Warren County Community College or any WCCC educational partner cannot provide for the program of study.

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