

CHAPTER X
TUITION AND FEES

NOTES:

Adopted 02/09/73
Amended 06/18/73
Amended 07/12/74
Amended 06/11/93

CLASSIFICATION AND PROCEDURE IN REGARD TO TUITION AND FEES

WHEREAS, the Board of Governors of the University of North Carolina is responsible for establishing the tuition and fees of the constituent institutions of the University; and

WHEREAS, the Board of Governors of the University of North Carolina recognizes that the level of fees charged should be consistent with the philosophy set forth in the North Carolina Constitution which states that the benefits of the University of North Carolina should be extended to the people of the State free of expense, as far as practicable.

NOW, THEREFORE, be it resolved that the following classification and procedure is established in regard to the fixing of such tuitions and fees:

1. **Application Fee.** To the extent and within the limits permitted by statute, an application fee shall be fixed for each institution by the Board of Governors.
2. **Tuition and Academic Fee.** To the extent and within the limits permitted by statute, tuition and academic fee charges for North Carolina residents and for non-residents shall be fixed for each institution within the University as herein provided. Tuition and academic fee charges for each regular academic year of the institution shall be established by the Board of Governors upon the recommendation of the chancellor and the president. Charges for each term, quarter or semester, and for courses of study other than the normal workload, shall be established by the chancellor of the institution and approved by the president.
3. **General Fees.** Fees of general applicability to all student shall be fixed by the Board of Governors upon the recommendation of the chancellor and the president. The fees shall be expressed in terms of the amount for a regular academic year of the institution. Charges for each term, quarter or semester, and for courses of study other than the normal work load, shall be established by the chancellor of each institution and approved by the president. Four general fees are authorized: athletic fee, health services fee, student activities fee, and educational & technology fee.
4. **Fees and Charges Related to Retirement of Debt Incurred for Capital Projects Authorized by an Act of the General Assembly.** Fees of general applicability to all students specifically related to the use of facilities that are financed by University borrowing is authorized by an act to the General Assembly, and for which receipts are pledged to the retirement of the debt, shall be initially fixed by the Board of Governors at the time of the borrowing. Such indebtedness fees shall not include components for operations and maintenance but shall reflect the cost of servicing the debt at the coverage levels established in and to meet the requirements to the board resolutions and documents authorizing the debt. Changes in fees or charges required by the terms of the financing arrangement, or by state budgetary policy, shall be made by the chancellor with the approval of the president. Charges for each term, quarter or semester, and for courses or study other than the normal work load, shall be established by the chancellor of the institution and approved by the president. The Board of Governors shall impose a limit on new projects to be financed by debt for which fee receipts are pledged. The board will limit new projects to those which can be financed from increases of no more than \$100 in indebtedness fees, collectively, per institution.
5. **Special Fees.** Fees applicable only to students engaged in particular activities or courses of study requiring supplies, materials or services not covered by the fees of general applicability shall be fixed by the Board of Governors upon the recommendation of the chancellors and the

president.

6. **Miscellaneous Service Charges.** Miscellaneous service charges for such items as: transcripts, diplomas, caps and gowns, special examinations, replacement of I.D. cards, late registration and refundable breakage, shall be established by the chancellor and a schedule of such charges filed with the president prior to the beginning of each school year.

Adopted 10/14/77
 Amended 11/14/97
 Amended by AM #385

**TUITION WAIVER FOR PERSONS AT LEAST 65 YEARS OLD AND
 CERTAIN FAMILY OF DECEASED OR DISABLED EMERGENCY WORKERS**

The opportunity for tuition-free enrollment within the University of North Carolina by persons 65 years of age or older has existed since 1975 under N.C.G.S. Chapter 115B and corresponding regulations of the University of North Carolina. In 1997, the General Assembly, through enactment of Session Law 1997-505, expanded the privilege of tuition-free enrollment to include certain family of deceased or totally disabled emergency workers of this State and directed that the Board of Governors of the University of North Carolina promulgate rules and regulations necessary for the implementation of the statute with respect to the constituent institutions of the University of North Carolina. Pursuant to such authority, the Board of Governors adopted regulations to implement the tuition waiver privilege of N.C.G.S. Chapter 115B; thereafter, the president, under board authority, provided supplemental guidance on the regulations. The following, which embodies the board's regulations and the president's additional guidance, constitutes the complete policy of the University of North Carolina on this issue:

1. Definitions.

- a.** "Educational program" means either:
 - (1) those courses taken within the University of North Carolina in fulfillment of requirements for a degree, certificate, or certification; or
 - (2) any course or aggregation of courses within the University of North Carolina not taken with respect to pursuit of a degree, certificate, or certification.
- b.** "Emergency worker" means a firefighter, volunteer firefighter, law enforcement officer, or rescue squad worker.
- c.** "Employer" means the State of North Carolina or any of its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- d.** "Firefighter" or "volunteer firefighter" means a fireman eligible under N.C.G.S. § 58-86-25 for membership in the North Carolina Firemen's and Rescue Squad Workers' Pension Fund.
- e.** "Law enforcement officer" means:
 - (1) an employee or volunteer of an employer who (a) possesses the power of arrest, (b) has taken the law enforcement oath administered under authority of the State as prescribed by N.C.G.S. § 11-11, and (c) is certified as a law enforcement officer under the provisions of N.C.G.S. Chapter 17C or is certified as a deputy sheriff under the provisions of N.C.G.S. Chapter 17E; or
 - (2) the sheriff of a county of this State.
- f.** "Legal resident" or "resident" means a domiciliary of North Carolina without reference to duration of domicile. The determination of legal residence shall be made in accordance with *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*, as amended. Determinations with respect to legal residence may be appealed as provided by the residence *Manual* and the *Policies and Procedures of the State Residence Committee*.

- g.** “Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty” means a person who:
- (1) as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service;
 - (2) at the time of active service or training was a North Carolina legal resident; or
 - (3) has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
- h.** “Rescue squad worker” means any member of a rescue squad or an emergency medical services squad eligible under N.C.G.S. § 58-86-30 for membership in the North Carolina Firemen’s and Rescue Squad Workers’ Pension Fund.
- i.** “Survivor” means any person whose parent or spouse:
- (1) was a law enforcement officer, a firefighter, a volunteer firefighter, or a rescue squad worker;
 - (2) was killed on or after October 1, 1997, while in active service or training for active service or died on or after October 1, 1997, as a result of a service-connected disability; and
 - (3) was a North Carolina legal resident at the time of active service or training for active service.
- “Survivor” does not mean the remarried widow or widower of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker.
- j.** “Tuition” means the amount charged for registering for a credit hour of instruction and shall not mean any other fees or charges or costs of textbooks.

- 2. Eligible persons.** The tuition waiver privilege of N.C.G.S. Chapter 115B shall be available only to the following persons:
- a.** A legal resident of North Carolina who is 65 years of age or older prior to commencement of the academic term for which tuition waiver is sought.
 - b.** A survivor who is a child of the deceased emergency worker, without regard to the survivor’s legal residence or age.
 - c.** A survivor who is the unremarried widow or widower of a deceased emergency worker, without regard to the survivor’s legal residence or age; however, the tuition waiver shall not be granted with respect to any academic term commencing after remarriage of the widow or widower, or be denied by reason of the elapse of time while the widow or widower is in either enrolled or non-enrolled status.
 - d.** The spouse of an emergency worker who became permanently and totally disabled on or after October 1, 1997, as a direct result of a traumatic injury sustained in the line of duty as an emergency worker. The tuition waiver shall not be denied by reason of the elapse of time while the spouse of the disabled emergency worker is in either enrolled or non-enrolled status. Neither the legal residence nor the age of the emergency worker’s spouse is material in determining the spouse’s eligibility for tuition waiver.
 - e.** A child, at least age 17 but not yet 23, whose parent became permanently and totally disabled on or after October 1, 1997, as a direct result of a traumatic injury sustained in the line of duty as an emergency worker; provided, that the tuition waiver:

- (1) shall not be extended beyond 48 consecutive calendar months incident to an educational program in pursuit of a baccalaureate degree;
- (2) shall not be extended beyond the time period necessary to complete the relevant educational program through consecutive regular-term academic semesters, carrying a “normal” (full) academic load, if incident to an educational program in pursuit of a certificate, certification, or a degree other than the baccalaureate degree; and,
- (3) shall be available for course enrollments after the student reaches age 23 only if the enrollments are part of an educational program in pursuit of a degree, certificate, or certification, that was begun before the student reached age 23 and all other pertinent requirements of N.C.G.S. Chapter 115B are met.

The legal residence of the child of the disabled parent is not material in determining the child’s eligibility for tuition waiver.

3. **Academic qualifications.** To receive tuition waiver for a given course, a person shall first meet all institutional requirements with respect to institutional admission, course enrollment, and any other standards deemed appropriate by the enrolling institution; provided, that institutional requirements for course enrollment tuition-free under these regulations shall include the requirement that there be space available for enrollment tuition-free in any course for which tuition waiver is sought.
4. **Student status.** This tuition waiver privilege may apply to courses taken under any student status recognized under institutional policy (e.g., degree candidate, special student, auditor); provided, that tuition waiver shall be available only for courses for which a tuition charge is set and normally levied.
5. **Other scholarship awards.** If a person who receives tuition waiver under N.C.G.S. Chapter 115B as the survivor, spouse, or child of an emergency worker also receives a cash scholarship, from whatever source, paid or payable to the enrolling institution, the amount of the scholarship shall be applied to the credit of the person in payment of expenses incident to the person’s attendance at the institution, and, if the terms of the scholarship permit, any balance shall be returned to the student.
6. **FTE accounting.** Persons attending classes under the tuition-waiver privilege of these regulations shall be counted in the computation of institutional enrollment for funding purposes.
7. **Implementation; proof of eligibility.** The chancellor of each constituent institution, or the chancellor’s delegate, shall have authority to make those determinations required under these regulations for application of the tuition-waiver privilege; and the chancellor, or the chancellor’s delegate, may require such proof as he or she deems necessary to insure that a person applying to the respective institution for tuition waiver is eligible for the benefits provided under these regulations for the pertinent course(s).

With respect to applications for tuition waiver from spouses and children of disabled emergency workers and from survivors of emergency workers, each institution shall include in its required proof of eligibility, the following:

- a. To demonstrate a parent-child relationship, submission of a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution.
- b. To demonstrate a marital relationship, submission of a marriage certificate or other documentary evidence deemed appropriate by the institution.
- c. To evidence the cause of death of an emergency worker, submission of certification of death from the records of (1) the Department of State Treasurer, (2) the appropriate city or county law enforcement agency that employed the deceased, (3) the administrative

agency for the fire department or fire protection district recognized for funding under the Department of State Auditor, or (4) the administrative agency having jurisdiction over any paid firefighters of all counties and cities.

- d. To evidence permanent and total disability of an emergency worker, submission of documentation from the North Carolina Industrial Commission deemed necessary by the institution.
8. **Timely application.** Application for the tuition benefit shall be permitted with respect only to academic terms commencing on or after the date on which the applicant delivers in proper order, an application for the benefit, including all supporting forms, documents, and materials.
 9. **Multiple educational programs.**
 - a. Tuition waivers under N.C.G.S. Chapter 115B may be extended to a student for more than one educational program if the student qualifies for the tuition waiver with respect to each enrollment incident to each educational program.
 - b. Tuition waivers shall not be afforded to a student with respect to more than one educational program at any one time.
 - c. Tuition waivers shall not be afforded to a student with respect to simultaneous enrollment at two or more constituent institutions unless each simultaneous enrollment is incident to one educational program.
 10. **Reapplication.** Following enrollment with tuition waiver under any provision of N.C.G.S. Chapter 115B, a student shall reapply for tuition waiver:
 - a. Incident to enrollment for any succeeding academic year under the same educational program;
 - b. After any break in enrollment for successive regular-term academic semesters; or,
 - c. Incident to initial enrollment in any subsequent educational program, irrespective of when in the academic year that program will commence.
 11. **Crime of misrepresentation.** Before a person is accorded tuition waiver pursuant to these regulations, that person shall be informed by the constituent institution to which he or she has applied, of the criminal penalties authorized by N.C.G.S. § 115B-6 with respect to conviction for (a) willfully misrepresenting eligibility for tuition benefits provided under these regulations or (b) knowingly aiding or abetting an applicant to misrepresent his or her eligibility; namely, that guilt of such acts constitutes a misdemeanor for which the offender, upon conviction thereof, shall be fined not more than fifty dollars (\$50.00) or imprisoned for not more than 30 days, or both.
 12. **Supplemental guidance.** The president is authorized to issue such additional guidance and policies, not inconsistent with these regulations, as the president may deem appropriate to assist the institutions to implement N.C.G.S. Chapter 115B.
 13. **Supersession of prior regulations.** These regulations supersede those adopted by the Board of Governors on October 14, 1977, with respect to N.C.G.S. Chapter 115B.
 14. **Effective date.** The original board regulations were effective retroactively to October 1, 1997.

[See also Administrative Memoranda #377 and #385.]

Adopted 10/14/77
Amended 02/08/91

WAIVER OF TUITION FOR FACULTY AND STAFF

WHEREAS, N.C.G.S. § 116-143, as amended by Chapter 605, 1977 Session laws, authorizes the Board of Governors, in its discretion, to provide regulations whereby statutorily described faculty and staff within the University of North Carolina may each take not more than one course per semester tuition-free under statutorily specified conditions,

NOW, THEREFORE, the Board of Governors hereby:

1. Authorizes application of the tuition-waiver provision of N.C.G.S. § 116-143 at any constituent institution of the University of North Carolina, the North Carolina School of Science and Mathematics, and the University of North Carolina Hospitals at Chapel Hill by faculty and staff of the University as conditioned by N.C.G.S. § 116-143.
2. Authorizes the president to issue such additional rules and regulations as he may deem required or useful for uniform application throughout the University of the tuition waiver privilege.
3. Authorizes any faculty or staff member who, before the promulgation of these regulations, had enrolled in a course at a constituent institution of the University of North Carolina in good faith reliance on assurance of the enrolling institution that tuition would be waived for that course, to complete that course free of tuition.
4. Supersedes all policies and regulations concerning the waiver of tuition for faculty and staff pursuant of N.C.G.S. § 116-143 that heretofore had been promulgated by the Board of Governors of the University of North Carolina, by any Board of Trustees of a constituent institution of the University of North Carolina, or by any predecessor to any such Board of Trustees or to the Board of Governors of the University of North Carolina.

Administrative Policies on Waiver of Tuition for Faculty and Staff

North Carolina General Statute § 116-143 provides for a waiver of tuition for faculty and staff under certain conditions. The Board of Governors, in a resolution adopted October 14, 1977, delegated to the president the authority to issue regulations. The following regulations are adopted.

1. With respect to the provisions of N.C.G.S. § 116-143 the following terms are defined:
 - a. **“Tuition”** shall mean the tuition charges for the regular-term academic year established by the Board of Governors and shall not mean charges or fees for enrollment in correspondence courses, continuing education courses, extension courses, summer sessions, or other instruction principally supported by receipts from enrollees.
 - b. **“Full-time faculty member”** and **“full-time staff member”** shall mean a person whose employment obligations within the University of North Carolina renders the employee eligible for membership in the Teachers' and State Employees' Retirement System of North Carolina or would render the employee eligible for such membership but for having elected to participate in (1) the Optional Retirement Plan adopted by the Board of Governors or (2) the Law-Enforcement Officers', Firemen's, Rescue Squad Workers', and Civil Air Patrol Members' Death Benefits Act established under N.C.G.S. § 143-166; provided, that the terms "full-time faculty member" and "full-time staff member" shall include personnel of the United States armed forces during the time they are assigned under military orders to an ROTC program of a constituent institution of the University of North Carolina as a permanent change of station.
 - c. **“Employing institution”** shall mean an institution of the University of North Carolina, including the North Carolina School of Science and Mathematics and the University of North Carolina Hospitals at Chapel Hill, which is the employer of record of the faculty or staff member; provided, that the General Administration shall be the employing institution of those persons of whom the General Administration is the employer of record.
 - d. **“Period of normal employment”** shall mean that period of time beginning with the undertaking of full-time employment under written or oral contract within The University of North Carolina and ending with the satisfaction or discontinuation of the contract(s) for full-time employment.
 - e. **“Normal employment obligations”** shall mean those services that the faculty or staff member is obligated by written or oral contract to perform for the employing institution.
2. Prior to conferral of the privilege of waiver of tuition the chancellor of the employing institution, or the chancellor's delegate, shall make an administrative determination that enrollment in the course will not interfere with the satisfactory performance of the faculty or staff member's normal employment obligations
3. Prior to conferral of the privilege of tuition waiver the chancellor of the enrolling institution, or the chancellor's delegate, shall make an administrative determination (1) that the faculty or staff member seeking to enroll tuition-free is academically eligible for admission to the course and (2) that there is space available for that enrollment in the course.
4. The waiver of tuition for a faculty or staff member shall be limited to one course per semester.
5. Tuition-free enrollments by faculty and staff shall not be counted for the purpose of receiving general fund appropriations.

- 6.** Prior to the commencement of a course for which tuition waiver is to be requested, the faculty or staff member to receive the waiver, shall:

 - a.** Complete and have properly endorsed the form (which is attached to and made a part of these regulations) entitled "Application for Faculty/Staff Tuition Waiver."
 - b.** Deliver one copy of the completed and endorsed application to: (1) the chancellor, or chancellor's delegate, of the employing institution; and (2) the chancellor, or chancellor's delegate, of the enrolling institution if other than the employing institution.
- 7.** The chancellor of each institution shall establish such procedures and make such delegations of authority, consistent with these regulations, as the chancellor may deem necessary or desirable to implement the faculty/staff tuition waiver privilege.
- 8.** With respect to tuition waiver for staff of the General Administration, the vice president for finance shall have the authority and the duty to function in all respects as a chancellor under these regulations.
- 9.** The chancellors of the constituent institutions and the vice president for finance shall provide to the office of the president copies of any policies or procedures they may establish pursuant to these regulations.

[This is a rewrite of Administrative Memorandum #92.]

**THE UNIVERSITY OF NORTH CAROLINA
APPLICATION FOR FACULTY/STAFF TUITION WAIVER**

1. Full name of applicant: _____
2. Employing institution: _____
3. Faculty rank and/or title: _____
4. Months (by name) of calendar year in which University employment services are rendered: _____
5. Institution offering the course you wish to take tuition-free: _____
6. Semester(s) in which course will be offered: _____
7. Title of course: _____
8. Course number: _____
9. Credit hours of course to be earned: _____
10. Contact hours of course _____
11. Level of course (grad., undergrad., special etc.): _____
12. Is there any course at a public or private educational institution that you intend to take, whether for credit or not, during the same semester as that during which you wish to take the course identified in item #7? Yes ___ No ___ If "yes," set forth on the back of this application the name of the institution offering the course and the particulars therefor identified in items #7, 8, 9, 10, and 11.

APPLICANT: I hereby certify that I have completed this application fully and accurately to the best of my knowledge.

(signature) _____ (date) _____

FOR THE EMPLOYING INSTITUTION: Enrollment tuition-free in the course identified above will not interfere with the satisfactory performance of normal employment obligations by the above-named applicant.

(signature) _____ (date) _____

(title) _____

FOR THE ENROLLING INSTITUTION: The above-named applicant has been found academically eligible to enroll in the course identified above. There is space available for the above-named applicant to enroll tuition- free in the course identified above.

(signature) _____ (date) _____

(title) _____

Adopted 08/02/85
 Amended 10/13/87
 Amended 10/22/97

**Tuition Rates for Military Personnel and Their Dependents and
 Reporting the Residence of Military Personnel and Their Dependents for FTE Purposes**

1. Section IV.B.5.c. of the residence *Manual* establishes policies for determining the tuition rates for military personnel assigned to a post in this state and living in this state incident to that duty. If the student applies for in-state tuition, the *Manual* should be consulted to determine whether the student qualifies based upon residency circumstances (i.e., as a North Carolina legal resident of at least 12 months duration). If so, the military tuition benefit under N.C.G.S. § 116-143.3 need not be considered. If the student does not qualify under N.C.G.S. § 116-143.1 as a resident for tuition purposes, then N.C.G.S. § 116-143.3(b) governs determination of the tuition to be charged. However, to avoid wrestling with the complexity of the statutory language, one can use the following algebraic formulas to compute the tuition to be charged and the amount of the nonresident tuition waiver, if any, in a manner consistent with the statute:

$$T = (P \times O) + (I - [P \times I])$$

$$W = O - T$$

Where

T = the TOTAL tuition to be paid to the enrolling institution.

O = the OUT-OF-STATE TUITION RATE for the number of hours enrolled (i.e., the rate that would be charged to a non-military out-of-state student enrolled for the same number of hours).

I = the IN-STATE TUITION RATE for the number of hours enrolled (i.e., the rate that would be charged to a non-military in-state student enrolled for the same number of hours).

P = the PERCENTAGE (expressed in decimal form) of the out-of-state tuition rate that the military (or other federal governmental program) will pay to either the institution or to the student. If given in a dollar amount, the percentage is determined by dividing the dollar amount of the military portion by the out-of-state rate.

W = the amount of the Nonresident Tuition WAIVER (990-0125 on the chart of accounts).

EXAMPLE A. Assume that for a full-time undergraduate student the out-of-state tuition for a semester is \$9,800 and the in-state rate is \$2,000. The military will pay the institution 75% of the out-of-state tuition fee. Apply the formula, $T = (P \times O) + (I - [P \times I])$:

$$O = \$9,800 \quad I = \$2,000$$

$$P = .75$$

$$T = (.75 \times 9,800) + (2,000 - [.75 \times 2,000])$$

$$T = 7,350 + 500$$

T = \$7,850 The student is responsible for \$7,850. Of that sum, the military will pay the institution \$7,350, and the student will pay \$500.

Applying the formula, $W = O - T$:

$$W = 9,800 - 7,850$$

$$W = \$1,950$$

EXAMPLE B. Assume that a student is taking only six semester hours. Further, assume that for 6 hours the out-of-state tuition rate is \$4,900 and the in-state rate is \$1,000. You are informed that the military will pay \$4,410 to the student for taking these six hours. Apply the formula, $T = (P \times O) + (I - [P \times I])$:

$$O = \$4,900 \quad I = \$1,000$$

$$P = 4,410/4,900 = .90$$

$$T = (.90 \times 4,900) + (1,000 - [.90 \times 1,000])$$

$$T = 4,410 + 100$$

$$T = \$4,510 \quad \text{The student pays the institution the entire } \$4,510 \text{ (although only } \$100 \text{ is out-of-pocket).}$$

Applying the formula, $W = O - T$:

$$W = 4,900 - 4,410$$

$$W = \$490$$

EXAMPLE C. Assume that a service member seeks to enroll under the same circumstances as in Example B except that there is NOT available for payment from the government ANY percentage or portion of the tuition cost. Under N.C.G.S. § 116-143.3(b), as amended in the 1997 General Assembly, the service member is charged the in-state tuition rate. There is no formula computation to determine waiver of the nonresident tuition differential, as the rate is not derived through waiver but under statutory declaration affording the in-state tuition rate.

2. Under N.C.G.S. § 116-143.3(c) a military dependent relative (as defined in the residence *Manual*) of a member of the armed services assigned within and living in the State, regardless of the residentiary status of the service member, is charged the in-state tuition rate.
3. A service member who does not qualify for the in-state tuition rate as a legal resident for tuition purposes under N.C.G.S. § 116-143.1 should be reported as an out-of-state student unless the service member qualifies under N.C.G.S. § 116-143.3(b) for the in-state rate (because there is no military tuition entitlement). In the latter case the service member is reported as an in-state student who resides in the county where stationed. The dependent relative of a service member qualifying for the military tuition benefit under N.C.G.S. § 116-143.3(c) should be reported as a resident of the county in which the sponsoring service member is stationed.

Twenty-Five Percent (25%) Tuition Surcharge

This policy establishes guidelines for campuses to impose a twenty-five percent (25%) tuition surcharge on undergraduates as required by subsection (b) of Section 89 of Chapter 321 of the 1993 Session laws as amended by Section 17.10 of Chapter 769 of the 1993 Session Laws (amendment highlighted):

The Board of Governors of the University of North Carolina shall ensure that procedures are established that are necessary to impose a twenty-five percent (25%) tuition surcharge on students who take more than 140 degree credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. The calculation of these credit hours taken at the constituent institution or accepted for transfer shall exclude hours earned through the College Board's Advanced Placement or CLEP examination, through institutional advanced placement or course validation, or through summer term or extension programs. **No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program.** The board shall report to the Joint Legislative Education Oversight Committee by April 1, 1994, on its recommendations for implementing this surcharge.

Effective fall 1994, all new undergraduates seeking a baccalaureate degree at a constituent institution will be subject to this requirement.

“Counted Credit Hours”

The undergraduate credit hours to be counted for this requirement include: 1) all regular session degree-creditable courses taken at the institution including repeated courses, failed courses, and those dropped after the institution's official census date (normally the last date to add a course); and 2) all transfer credit hours accepted by the institution. However, the following credit hours shall be excluded from the calculation: (1) those earned through the College Board's Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs; (2) those earned through institutional advanced placement, course validation, or any similar procedure for awarding course credit; and (3) those earned through the summer session or degree-credit extension division on the campus or at another UNC institution.

Students Subject to the Surcharge

The surcharge should be imposed on all counted credit hours in excess of the threshold defined below for each of the following three categories of undergraduates:

1. For students earning a first baccalaureate degree in a program that requires no more than 128 credit hours, the surcharge shall be applied to all counted credit hours in excess of 140.
2. For students earning a first baccalaureate degree in a board-approved program that requires more than 128 counted credit hours, the surcharge shall be applied to all credit hours that exceed 110 percent of the credit hours required for the degree. Such programs include those that have been officially designated by the Board of Governors as five-year programs, as well as those involving double majors, or combined bachelor's/master's degrees.
3. For students earning a baccalaureate degree other than their first, the surcharge shall be applied to all counted credit hours that exceed 110 percent of the minimum additional credit hours needed to earn the additional baccalaureate degree.

Students Exempt from the Surcharge

The surcharge should not be imposed on undergraduates who:

1. Complete a first baccalaureate degree program that has not been officially designated by the Board of Governors as a five-year program and whose counted credit hours were earned in eight (8) or fewer regular term semesters or the equivalent; or
2. Complete a first baccalaureate degree program that has been officially designated by the Board of Governors as a five-year program and take their counted credit hours in ten (10) or fewer regular term semesters or the equivalent.

How to Calculate the Surcharge

The surcharge should be imposed on tuition charged in the current semester and in subsequent semesters where a student's cumulative credit hour total—with that semester's courseload included—exceeds the threshold. The surcharge does not apply to required fees. More specific directions regarding the computation of the surcharge will be outlined in a separate Chart of Accounts memorandum to be distributed later.

[This is a rewrite of Administrative Memoranda #344 and #348.]

Adopted 03/15/96

**TUITION POLICIES AND PRACTICES WITH RESPECT TO STUDENT EXCHANGE
PROGRAMS WITH INSTITUTIONS ABROAD**

On March 15, 1996, the Board of Governors approved the following recommendation, essentially reconfirming an already existing practice of one-on-one exchanges:

The constituent institutions are hereby authorized to enter into and extend or modify agreements with institutions in other countries to provide for a balanced exchange of students. A UNC student participating in such an exchange shall be charged tuition by the home UNC institution at a rate consistent with the residentary status the student would otherwise have at the home institution and shall be counted in the official FTE of the home institution in that residentary status. A foreign student participating in such an exchange agreement shall not be charged tuition by the host UNC institution and shall not be counted in the official FTE of the host UNC institution.

NOTES:

Adopted 07/29/83

SPECIAL TUITION RATES FOR CERTAIN NONRESIDENT STUDENTS

WHEREAS, Chapter Seven, Section 701 of *The Code of The University of North Carolina* provides that "The Board of Governors shall set tuition and required fees at the constituent institutions, not inconsistent with actions of the General Assembly, in such amount or amounts as it may deem best . . . ;" and,

WHEREAS, N.C.G.S. § 116-143 was amended by the 1981 General Assembly to authorize the Board of Governors to establish especially reduced tuition rates and to give tuition and fee waivers; and,

WHEREAS, the 1981 General Assembly also revised N.C.G.S. § 116-143 by eliminating the special rate considerations established by the 1971 General Assembly for certain groups of nonresident students; and,

WHEREAS, the 1981 General Assembly continued the requirement in N.C.G.S. § 116-143 that all budgeted funds expended for scholarships of any type, including the granting of tuition and fee waivers and especially reduced rates, must be clearly identified in budget reports; and,

WHEREAS, the 1983 General Assembly revised N.C.G.S. § 116-144 to direct the Board of Governors to fix the tuition and required fees charged nonresident students comparable to the rates charged nonresident students by comparable public institutions nationwide, except that a person who serves as a graduate teaching assistant or graduate research assistant or in a similar instructional or research assignment and is at the same time enrolled as a graduate student in the same institution may, in the discretion of the Board of Governors, be charged a lower rate fixed by the board, provided the rate is not lower than the North Carolina resident rate; and,

WHEREAS, the 1983 General Assembly specifically provided that the Board of Governors increase tuition so as to raise additional income of at least \$10,000,000 for each year in the biennium, thus requiring changes in all tuition rates currently in effect.

NOW, THEREFORE, BE IT RESOLVED by the Board of Governors that, effective with the fall term of 1983, the following groups of nonresident students are identified as eligible for special tuition rates:

- Group 1:** Undergraduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a scholarship or fellowship at a rate of at least \$250 per academic year. The North Carolina School of the Arts may identify categories within this group in accordance with established institutional practice.
- Group 2:** Graduate students who are awarded by the institution a graduate teaching or research assistantship and who are paid a stipend at a rate of at least \$2,000 per academic year.

AND BE IT FURTHER RESOLVED by the Board of Governors that:

1. Effective with the fall term of 1983, the special tuition rates for the specific groups of nonresident students identified above are established, except as provided in Section 2 below, as follows:

**The University of North Carolina
Special Tuition Rates for Nonresident Students**

<u>Institution</u>	<u>Group 1 Undergraduate</u>	<u>Group 2 Graduate</u>
ECSU	\$1,550	\$--
FSU	1,550	--
UNC-A	1,550	--
UNC-P	1,550	--
UNC-W	1,550	--
WSSU	1,550	--
ASU	1,772	410
ECU	1,772	410
Medicine	--	1,070
NCA&TSU	1,772	410
NCCU	1,772	410
UNC-C	1,772	410
WCU	1,772	410
NCSU	1,892	480
Vet School	--	1,070
UNC-CH, Academic	1,892	480
UNC-CH, Health		
Nursing	1,892	480
Public Health	1,892	796
Pharmacy		
Undergraduate	1,892	--
Graduate	--	480
Pharm D	--	1,070
Dentistry		
DDS	--	1,070
Dental Hygiene	1,892	--
Dental Auxiliary	1,892	--
Dental Graduate	--	1,070
Medicine		
MD	--	1,070
Med Tech	1,892	--
Physical Therapy	1,892	--
Med Grad	--	480
UNC-G	1,892	480
NCSA		
Category A	1,852	--
Category B	2,152	--
Category C	2,402	--

2. It is understood that, notwithstanding the foregoing provisions of this resolution, each institution shall limit the granting of these special tuition rates as set forth by the Board of Governors to conform with established budgetary limitations. The total tuition remission (defined as the sum of the difference between the regular nonresident rate and the special rate charged under the provisions of this resolution) shall not exceed the amount budgeted for each group at each constituent institution. Separate budgets will be established to record tuition remission for specially talented undergraduate students (Group 1) and for graduate assistants (Group 2).
3. The president shall provide appropriate administrative procedures and regulations for the constituent institutions in accordance with the terms of this resolution.

Adopted 07/29/83

Administrative Policies on Establishing Special Tuition Rates for Certain Nonresident Students and Resulting Tuition Remissions

The 1981 General Assembly amended N.C.G.S. § 116-143 to give to the Board of Governors the specific authority to establish especially reduced tuition rates and to give tuition and fee waivers. In addition, the part of N.C.G.S. § 116-143 which identified a specific group of nonresident students ("special talent" section) for reduced rates was deleted. As a result of these changes, special tuition rates can be established by the Board of Governors.

The 1983 General Assembly revised N.C.G.S. § 116-144 to direct the Board of Governors to fix the tuition and required fees charged nonresident students comparable with the rates charged nonresident students by comparable public institutions nationwide, except that a person who serves as a graduate teaching assistant or graduate research assistant or in a similar instructional or research assignment and is at the same time enrolled as a graduate student in the same institution may, in the discretion of the Board of Governors, be charged a lower rate fixed by the board, provided the rate is not lower than the North Carolina resident rate.

Also, the 1983 General Assembly specifically provided that the Board of Governors increase tuition so as to raise additional income of at least \$10,000,000 for each year of the biennium, thus requiring changes in all tuition rates currently in effect.

On July 29, 1983, the Board of Governors adopted a resolution which sets forth the groups of students who are eligible for special nonresident tuition rates, as authorized under N.C.G.S. § 116-143 as amended by the 1981 General Assembly, and N.C.G.S. § 116-144 as revised by the 1983 General Assembly. The following are instructions based on the board's resolution, in reporting actions taken.

I. Authorized Groups Eligible for Special Tuition Rates

Group 1: Undergraduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a scholarship or fellowship at a rate of at least \$250 per academic year. The North Carolina School of the Arts may identify categories within this group in accordance with established institutional practice.

Group 2: Graduate students who are awarded by the institution a graduate teaching or research assistantship and who are paid a stipend at a rate of at least \$2,000 per academic year.

II. Identification and Substantiation of Awards

1. Group 1 – Undergraduate Students

Group 1 pertains to those nonresident undergraduate students who are "deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a scholarship or fellowship at a rate of at least \$250 per academic year."

- a.** "Deemed by the institution to have special talents and qualifications" indicates that the institution has determined that the student has specific talents and qualifications that will be of benefit to the institution. Evidence of this institutional determination can be substantiated by a copy of a letter to the particular student making a monetary award.

- b. “And who are thereby awarded by the institution a scholarship or fellowship” shall mean a monetary award. Scholarships or fellowships for undergraduate students must be at least the equivalent of \$250 per academic year. The granting of a special tuition rate does not in itself constitute a scholarship or fellowship.

2. Group 2 – Graduate Students

Group 2 pertains to those nonresident graduate students who serve as a graduate teaching assistant or graduate research assistant or in a similar instructional or research assignment, and who are paid a stipend at a rate of at least \$2,000 per academic year.

III. Budgetary Limitations

Each institution has been informed of the amount of tuition remissions budgeted for each group of special rates, as a part of the budget allocations process. Internal administrative procedures to limit the granting of these special tuition rates within budgetary limitations established for each group must be established by each institution. The tuition remissions (defined as the sum of the difference between the regular nonresident rate and the special rate charged under the provisions of the resolution) must not exceed the amount budgeted for each group of special rates.

IV. Policies and Record Keeping Procedures

1. Each institution shall develop formal written policies and procedures for granting special rates, consistent with the policies and procedures established by the Board of Governors. Consideration should be given to keeping all necessary documentation in one designated central office.
2. A formal record must indicate that the institution has determined that the undergraduate student has specific talents and qualifications that will be of benefit to the institution. A copy of a letter from a duly authorized administrative official of the institution offering such a student a monetary award will meet this requirement.
3. A formal record is required of the award of a scholarship, fellowship, or assistantship which makes the student eligible for a special tuition rate. This notification shall include the amount of the award and, in the case of graduate students, the specific nature of the assistantship or assignment. This documentation shall be present for each special tuition rate given by the institution.
4. Established budgeting and accounting procedures require that all nonresident students shall first be charged the full nonresident tuition rate on institutional records. A separate offset, reflecting the appropriate tuition remission amount, may be processed only after documentation is present.
5. Tuition remission for summer term shall be administered on the same basis as regular term. If the institution wishes to utilize a portion of its authorized tuition remission budget(s) for summer term, formal establishment of summer term tuition remission account(s) is required. No additional funds are available for summer term tuition remissions.

V. Reporting Procedures

Each institution must maintain a record of all special tuition rates granted. These records shall list each individual action, classified by the group of special rates. These records should contain the following:

1. List of all individuals, categorized by group, who received a special nonresident rate, and including the title of the award, the monetary amount of the award, the nature of the special talents and qualifications for undergraduate students; and, in the instance of graduate assistants, the nature of the appointment or assignment.
2. An annual report by each constituent institution of special tuition rates granted and tuition amounts remitted thereby shall be required.

[This is a rewrite of Administrative Memorandum #181.]

NOTES:

Adopted 10/22/97
Amended 07/22/98

**Administrative Policy on In-State Tuition for North Carolina Teachers
Incident to Courses for Certification and Professional Advancement**

North Carolina Session Law 1997-443 (effective July 1, 1997, and codified as N.C.G.S. § 116-143.5), states:

§ 116-143.5 *Tuition of certain teachers.*

Notwithstanding G.S. 116-143.1, any teacher or other personnel paid on the teacher salary schedule who (i) has established a legal residence (domicile) in North Carolina and (ii) is employed full-time by a North Carolina public school, shall be eligible to be charged the in-State tuition rate for courses relevant to teacher certification or to professional development as a teacher. (1997-443, s. 8.22(c).)

The statute confers the in-state tuition rate on certain North Carolina teachers, irrespective of their length of legal residence, for courses they may take for teacher certification or professional development as a teacher.

These regulations are intended to reflect the determination (1) that a teacher who has entered into a contract for services that would qualify the teacher for the contemplated tuition benefit may be treated in the same manner as one who has begun to render services under such a contract; and, (2) that the declaration required under these regulations to verify the existence of certain circumstances underlying eligibility for the tuition benefit may be issued by one other than the applicant's employing principal where assignment to a particular school has not yet been made.

In accordance with its provisions, the statute shall be implemented within the University as follows:

1. An applicant for the benefit of N.C.G.S. § 116-143.5 must be a teacher or other person paid on the North Carolina teacher salary schedule incident to full-time employment by a North Carolina public school. "Full-time employment" means employment under which the employee's aggregate of duties qualifies the applicant for membership in the Teachers' and State Employees' Retirement System (TSERS) or would so qualify the applicant if employed on a permanent basis. The applicant must provide a written declaration from the principal of the applicant's employing school verifying the applicant's employment status as a full-time employee paid on the North Carolina teacher salary schedule. An applicant shall be treated as "employed" if, with respect to an eligible public school position, the applicant either (1) has begun rendering employment services or (2) has contracted to render services. If the applicant has not yet been assigned to a specific school, the declaration may be submitted by the superintendent or other knowledgeable official of the school system that has contracted for the applicant's services.
2. The applicant must be a North Carolina legal resident (domiciliary), of any duration, as determined by the enrolling institution with reference to N.C.G.S. § 116-143.1 and *A Manual to Assist the Public Higher Education Institutions of North Carolina In the Matter of Student Residence Classification for Tuition Purposes*. Determinations with respect to legal residence may be appealed as provided by the residence *Manual* and the *Policies and Procedures of the State Residence Committee*.
3. The applicant must be found to have established North Carolina legal residence prior to commencement of the course(s) for which the benefit of N.C.G.S. § 116-143.5 is sought.
4. Any course for which the tuition benefit may be received must be "relevant to teacher certification or to professional development as a teacher." The applicant must provide to the enrolling institution a written declaration to that effect from the principal of the applicant's

employing school. If the applicant has not yet been assigned to a specific school, the declaration may be submitted by the superintendent or other knowledgeable official of the school system that has contracted for the applicant's services.

5. Application for the tuition benefit shall be permitted with respect only to academic terms commencing on or after the date on which the applicant delivers in proper order, an application for the benefit, including all supporting forms, declarations, and materials.
6. The constituent institutions shall furnish to each applicant for tuition waiver an application form on which the applicant shall be required to enter at least the following:
 - a. The applicant's name, permanent residential address, current mailing address, name of each course for which the waiver is sought, the applicant's personal signature, and date of the application.
 - b. A statement that there is attached to the form a written declaration executed by the principal of the public school employing the applicant, or, where school assignment has not yet occurred, the superintendent or other knowledgeable official of the school system that has contracted for the applicant's services, verifying that:
 - (1) the applicant is a full-time employee of the declarant's public school or school system such that the applicant qualifies for membership in the Teachers' and State Employees' Retirement System (TSERS), or would so qualify if employed on a permanent basis;
 - (2) the applicant is paid on the North Carolina teacher salary schedule; and,
 - (3) each course (which must be named by the declarant in the declaration) is relevant to the applicant's teacher certification or to professional development as a teacher.
 - c. A statement that there is attached to the form a properly completed residence-and-tuition status application for the academic term(s) pertinent to the requested tuition benefit.

[This is a rewrite of Administrative Memorandum #384.]