



BOARD POLICY

No. 315

TITLE: Tuition and Fee Policy

DATE ADOPTED: November 2, 2018

EFFECTIVE DATE: November 2, 2018

SUPERSEDES: January 17, 1995

PURPOSE:

The Board of Trustees will adhere to all Federal and State regulations pertaining to the establishment of tuition and fee rates.

Public Hearing

Prior to the adoption of a revision to the College's tuition and fee schedule, or prior to the delivery of the College budget to the Board of School Estimate pursuant to N.J.S.A. 18a:64-17, the Board of Trustees will conduct a public hearing so that an opportunity to be heard will be afforded those members of the college community wishing to address the proposed tuition/fee revisions or budget. The public hearing may be scheduled to occur during a previously scheduled public meeting of the Board of Trustees.

Notice

Not less than seven (7) days in advance of any public hearing scheduled under the preceding section, the recording secretary of the Board will give public notice of the hearing.

Schedule of Tuition and Fees

The Board of Trustees will periodically review tuition and fee-rates for full and part-time students who are county residents, out-of-county students not enrolled under chargeback certification, and out-of-state students. Upon adoption of revised tuition and fee rates, for each category of students, the President will have the responsibility to notify students of any revisions by either posting, publication or mailing.

The Board further grants to the President the authority to develop administrative procedures in accordance with Board policy and Federal and State regulations, for the payment of tuition and fees, residency requirements, chargeback and tuition refunds.



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Additional fees may be charged for those courses which require special supplies and materials for the purpose of attaining instructional objectives. The fees shall be set at the discretion of the College. Courses for which these fees are charged shall be denoted in appropriate College publications.

Fees

Fees shall be charged on a per credit hour basis where noted as PCH to all full-time and part-time students. The amount of the fees shall be established by resolution of the Board of Trustees. The authorized fee categories are as follows:

Application Fee	Credit by Exam Fee (PCH)	Course fees by designated course
Facilities Fee (PCH)	General Fee (PCH)	International Student Application Fee
Late Payment Fee	Late Registration Fee	Reinstatement Fee
Replacement of Student ID Card	Replacement of Parking Sticker (for 3 rd active permit)	Returned Check Fee
Schedule Change	Student Activity Fee (PCH)	Supplemental Fee (PCH)
Technology Fee (PCH)		

Tuition Policies for Special Populations

The College will establish tuition and fees rates and waivers in accordance with N.J.S.A. 18A:64A-1 *et seq.* As such, the President is authorized and directed to develop administrative procedures (including tuition and fees rates) for the admission of students who are classified as:

- Senior citizens
- Members of the New Jersey National Guard
- Eligible participants in eligible job training programs
- Foreign students
- Non-resident students who are admitted pursuant to N.J.S.A. 18A:64-23 (Chargeback).

It is also the policy of the College to permit qualified unemployed persons, who have completed the Free Application for Federal Student Assistance (FAFSA), to be eligible for financial aid and, if qualified, to enroll in the College without payment of tuition for designated job courses. Eligible unemployed persons will be required to pay a non-refundable processing fee and all course fees per academic term or semester.



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Occasionally, it may be deemed necessary to defer and/or waive payment of student fees and/or tuition in order to give a student the opportunity to attend the College. To facilitate the prompt and expeditious handling of such cases, the President is hereby granted the authority to permit the deferring or waiver of student fees and/or tuition and to make periodic reports to the Board of action so taken.

Further, the President will have the responsibility to develop administrative procedures for the deferment/waiver of tuition and fees for students enrolled in specific programs and/or who have special needs as determined by the College.

President

Date:

Chairman

Date: