

IMPORTANT DATES and DEADLINES

Event / Activity	Date / Deadline
Early Registration/Advising, TREG, and TPAY	October 19, 2009 – November 30, 2009
General Registration	January 5 and 6, 2010
Classes Begin	January 11, 2010
Schedule Changes (Drop/Add)	January 11 and 12, 2010
Registration for 2nd 8-Week Minimester Classes	March 15, 2010
Payment of Tuition:	
If you register during Early Advising (Oct. 19–Nov. 30)	December 7, 2009 at 7:00P
Note: mailed payments must be postmarked by	December 4, 2009
If you register on January 5 or 6, 2010	Payment is due the same day by 7:00P
Refunds:	
100% refund if class is dropped prior to the first day of classes.	On or before January 10, 2010
1 st 8-week Minimester classes deadline for refunds	January 14, 2010
75% refund if class is dropped on or after the first day of the semester and prior to the office 10% point of the semester.	January 21, 2010
Refunds (traditional classes) will NOT be granted after ...	January 21, 2010
Telecourse deadline for orientation and refund	January 29, 2010
Hybrid course: request for refund must be made no later than 5 business days after the first class session.	
2 nd 8-week Minimester classes deadline for refunds	March 22, 2010
Withdrawal Dates:	
1 st 8-week Minimester classes	February 24, 2010
16-week classes, including Telecourses	April 20, 2010
2 nd 8-week Minimester classes	April 30, 2010

NOTE: Student schedules may be changed during Early Registration/Advising. Also, beginning the first day of every semester (Fall/Spring), there is a two-day period in which students can register late and drop/add courses. During Summer Term there is a one-day period in which students can register late and drop/add courses. Advisors will be available at North and South campus to assist you with schedule changes during the dates and times shown above.

Payment of Tuition

NOTE: Your schedule will be deleted ... if you fail to pay tuition and fees or to process completion of financial aid and/or scholarship paperwork, or third-party billings by the dates designated. Non-payment of tuition and fees for the semester could result in limited availability of the courses you need to complete your program in a timely manner.

Tuition, Fees and Refund Policy

Tuition and fees, as well as the refund policy, are set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly (NCGA), and are subject to change. Any changes will be announced by the NCGA in July of each year. Refunds are automatically processed based on deadlines and drop dates (as stated below) and are mailed to the student. Refund checks are mailed within six weeks after the semester has started. In-State students registering for 16 or more credit hours are charged a maximum tuition of \$800.00 per semester. Students registering for 15 or less credit hours are charged \$50.00 per credit hour each semester. Out-of-State students registering for 16 or more credit hours are charged a maximum tuition of \$3,860.80 per semester. Out-of-State students registering for 15 credit hours or less are charged \$241.30 per credit hour each semester.

Student Fees

Student Activity Fee. Support for the college's Student Activities Program in the form of a student activity fee will be charged at \$25.00 for each of the fall and spring semesters regardless of the number of curriculum credit hours enrolled. A flat fee of \$6.00 for activity fee is charged during the Summer Term regardless of the number of curriculum credit hours enrolled. This fee is refundable only if the student completely drops all courses by the refund deadline as published in the Academic Calendar.

Technology Fee. Additional support for the purchase, operation, and repair of computers and other instructional technology, including supplies and materials that support the technology. In accordance with State Board of Community College regulations, expenditures must be instructional in nature and for the benefit of the students who pay the fee.

Students are charged a **technology fee** on a pro-rata basis each semester depending on the number of curriculum credit hours enrolled (maximum fee of \$16.00). Technology fees provide for instructional supplies, materials, computers, and

other technology support. This fee may be refundable based on the number of credit hours dropped by the refund deadline as published in the Academic Calendar.

Campus Access Fee. Support for parking, security systems, student accident insurance, remote notification and public safety infrastructure, and other enhancements of access to college facilities.

Students will be charged a **campus access fee** of \$10.00 for each semester/term regardless of the number of curriculum credit hours enrolled. This fee is refundable only if the student completely drops all courses by the refund deadline as published in the Academic Calendar.

Specific Fees. Fees charged to students for items required for individual courses that are considered to be in addition to normal supplies and material the college provides for students such as tools, uniforms, insurance, and certification fees.

Allied Health, Early Childhood Education, and Cosmetology students are required to purchase **student professional liability insurance** each academic year at a rate of \$13.00. Other testing and course materials may be required – please contact Student Services for information.

Refund Deadlines

(Does NOT require instructor signature)

Incurring a PENALTY for dropping and/or adding - example: if you drop and add a class on the same day, but at different times of the day, or if you drop a class on the first day of the semester and add another class the second day of the semester, you could incur a penalty. This penalty is the responsibility of the student and must be paid. Please make every attempt to make changes to your schedule only once and within the same time session so as not to incur additional charges to your account.

For Traditional 16-week Classes (Fall/Spring Semesters) and for 10-week Classes (Summer Term), including Internet Classes:

- A 100% refund shall be made if the student drops the class prior to the first day of the semester.
- A 75 % refund shall be made if the student drops the class on or after the first day of the semester and prior to or on the official 10 percent point of the semester as published in the Academic Calendar. Refunds will not be made after this date.
- Refunds will not be granted after the official 10 percent point of the semester, as published in the Academic Calendar.
- A Drop/Add/Withdrawal Notice must be presented to Student Services **by the student if a refund is requested.**

For Non-Traditional Classes (including Minimester, Telecourses and/or Hybrid):

- **The Telecourse ten percent is the first day of class.** However, if the student does not attend the first Saturday session/orientation, he/she **MUST** be oriented by the instructor of the class by Friday following the first Saturday orientation session. This deadline must be met in order for the student to remain a member of the class. **A request for refund for a Telecourse must be made no later than Friday following the first Saturday orientation session.**
- **The Hybrid ten percent is the first day of class.** However, if the student does not attend the first class session, he/she **MUST** be oriented by the instructor of the class within a week of the first Hybrid class session. This deadline must be met in order for the student to remain a member of the class. **A request for refund for a Hybrid course must be made no later than five business days after the first class session (i.e. If your class begins on a Monday, deadline for refund is the following Monday).**
- **Minimester Classes:** *Deadline for refunds – refer to calendar of IMPORTANT DATES and DEADLINES.*
- Drop/Add/Withdrawal Notice must be presented to Student Services **by the student if a refund is requested.**

Withdrawal from Classes (WP / WF)

(Requires instructor signature)

The student is responsible for initiating the withdrawal process. To receive a grade of WP (Withdrawal Passing) or WF (Withdrawal Failing), the student must submit a Drop/Add/Withdrawal Notice to the instructor of the class.

For more information, visit: www.rowcabarrus.edu/withdrawal/

Distance Education Classes (Internet, Hybrid, Telecourse)

Please refer to the Distance Education websites for important details regarding class orientation, start dates, and/or access (www.rowcabarrus.edu/distance/).

Updated: 10-14-09