



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*R. Scott Ralls, Ph.D.*

*President*

October 2, 2009

**IMPORTANT!**

**MEMORANDUM**

**TO: Presidents  
Chief Business Officers  
Registrars**

**FROM: Jennifer Haygood, Vice President for Business and Finance and  
Chief Financial Officer**

**SUBJECT: Implementation of Senior Citizen Tuition Waiver**

As previously described in the FY 2009-10 State Aid Allocations and Budget Policies, Section 8.11 of S.L. 2009-451 (as amended by S.L. 2009-575) directs that effective July 1, 2009, **tuition shall be waived for up to six credit hours of credit instruction and 96 contact hours of non-credit instruction per academic semester** for senior citizens, age 65 or older, who are qualified as legal residents of North Carolina. This memo sets out guidelines on how colleges should implement this statutory change.

**Curriculum Instruction**

Tuition **shall be waived** for up to six credit hours of credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. If an eligible senior citizen enrolls in more than six, but less than 16 credit hours in a given semester, he/she **shall be charged the regular tuition rate for each credit hour above six credit hours**. If an eligible senior citizen enrolls in more than 16 credit hours in a given semester, he/she **shall be charged the regular tuition rate for a maximum of 10 credit hours**. An academic semester is defined consistent with the academic periods defined by 23 NCAC 02D.0327(a)(1): Spring Period: January 1 - May 15; Summer Period: May 16 - August 14; Fall Period: August 15 - December 31.

**CC09-032  
E-mail**

***Examples:***

During the Fall 2009 term, an eligible senior citizen enrolls in courses totaling seven (7.0) credit hours. The college must charge this student for one (1.0) credit hour.

During the Spring 2010 term, an eligible senior citizen enrolls in courses totaling 18.0 credit hours. The college must charge this student for 10.0 credit hours (maximum tuition charge of 16.0 hours minus 6.0 waived hours).

**Continuing Education - Occupational Extension**

Tuition **shall also be waived** for up to 96 contact hours of non-credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. Academic semesters are defined consistent with the academic periods defined by 23 NCAC 02D.0327(a)(1): Spring Period: January 1 - May 15; Summer Period: May 16 - August 14; Fall Period: August 15 - December 31. For the purpose of calculating the waiver, contact hours are categorized into academic semesters based on the **date the course starts**. (Note this may differ from the academic semester for which the contact hours are reported for budget FTE purposes.)

Continuing education occupational extension registration fees for courses starting on or after August 15, 2009 are as follows:

<b>Course Length</b>	<b>Registration Fee</b>
0-24 Hours	\$65
25-50 Hours	\$120
50+ Hours	\$175

Since this fee structure does not charge a flat rate per contact hour, for the purpose of administrative ease, it is necessary to adopt guidelines on how to handle situations where an eligible senior citizen enrolls in more contact hours than are eligible for the waiver. Senior citizens are not limited to the number of classes that can be taken using fee waivers as long as the cumulative hours do not exceed 96 hours. However, if the cumulative number of contact hours enrolled exceeds 96 in a given semester, **the senior citizen shall not receive a waiver for the last course for which he/she registered**. If the senior citizen enrolls simultaneously for multiple courses that exceed 96 contact hours, the college shall use its discretion to determine for which course to charge.

Presidents  
Chief Business Officers  
Registrars  
Page 3  
October 2, 2009

**One exception exists:** if an eligible senior citizen enrolls **in only one course** in a given semester **and that course exceeds 96 contact hours**, he/she **shall receive the waiver** of the registration fee (\$175) for this one course only.

***Examples:***

In Fall 2009, an eligible senior citizen enrolls in two 24-hour courses and later in the semester enrolls in a 72-hour course. He/she shall receive a waiver for the first two courses and be charged \$175 for the last course.

In Spring 2010, an eligible senior citizen enrolls in one 72-hour course and later in the semester enrolls in one 36-hour course. He/she shall receive a waiver for the first course and be charged \$120 for last course.

In Summer 2010, an eligible senior citizen enrolls in one 150-hour course. He/she shall receive a waiver for this course.

**Note that an eligible senior citizen may receive waivers for both curriculum and occupational extension courses in a given academic semester consistent with the parameters outlined above.**

**Effective Date**

The statutory changes to the senior citizen waiver were effective July 1, 2009. If a college has waived tuition or registration fees inconsistent with this numbered memo, the college has two options to rectify the situation:

- 1) The college may seek payment from the relevant students; or
- 2) The college may use institutional funds to reimburse the State for any amount waived that is not authorized.

If you have any questions, please let me know.

pc: Kennon Briggs  
Van Wilson  
Barbara Boyce  
John Pettitt

**CC09-032  
E-mail**