

NUMBERED MEMO CC24-033

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Amendment to 2A SBCCC 400.12 – Student Refunds

DATE: July 23, 2024

On July 19, 2024, the State Board of Community Colleges voted to amend State Board Code, **2A SBCCC 400.12 – Student Refunds**. This amendment will make a clarifying change to the requirements related to refunds for proprietary school students as well as make a technical correction to correct a spelling error.

The amendment will be effective August 1, 2024. The new rule will be published in the North Carolina Community College System’s website, [State Board Code - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu). For your convenience, a copy of the code in its final form is attached to this memorandum.

CC24-033

E-mail Copy
Attachments

State Board of Community Colleges Code

TITLE 2. PROPRIETARY SCHOOLS

CHAPTER A. PROPRIETARY SCHOOLS



SUBCHAPTER 400. GENERAL PROVISIONS

2A SBCCC 400.12 Student Refunds

- (a) Any proprietary school that is licensed by the State Board of Community Colleges shall maintain and publish a policy relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter a course or withdraws or is discontinued therefrom. The policy and implementing regulations shall provide for, at a minimum, a one hundred percent (100%) refund if the student officially withdraws or is officially withdrawn by the school prior to the first day of instruction; a one hundred percent (100%) refund if the school cancels the program in which the student is enrolled; or a seventy-five percent (75%) refund, excluding any disclosed non-refundable fees, if the student officially withdraws or is officially withdrawn by the school on or before reaching twenty-five percent (25%) of the total instructional hours of the program in which the student is enrolled.
- (b) To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations in this Rule.
- (c) Proprietary schools are not required to deposit funds collected for tuition with the State Treasurer's Office.

History Note: Authority G.S. 115D-89; 115D-90.

Eff. April 1, 1997;

Amended Eff. [August 1, 2024](#), [August 1, 2014](#); July 1, 2007; December 1, 2004.