

6.5.2 Registration Fees - Continuing Education

**Last Revised:** February 2012

**Policy:** Piedmont Community College (PCC) charges Continuing Education registration fees for each non-curriculum extension course in which a student enrolls, in accordance with North Carolina General Statutes.

**Purpose/Definitions:** PCC provides established registration fees to students for non-curriculum extension courses taken by students. These fees are approved by the North Carolina State Board of Community Colleges (State Board).

Non-curriculum extension courses are those that provide occupational or vocational instruction that is organized, supervised, or delivered outside the regular curriculum programs offered by the College. Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of a person presently employed, and retraining others for new employment in occupational fields.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority for this policy.

**Procedure:**

- Registration fees for Occupational Extension courses are payable at registration or before the course starts, with the exception of third party billing.
- The Occupational Extension Registration Fee Schedule is based upon the contact hour length of the course and is charged as follows:
  - 0-24 hours in length $65 per course
  - 25-50 hours in length $120 per course
  - 51+ hours in length $175 per course
- Registration fees are payable to PCC as follows:
  - The Business Office is responsible for collection and deposit of registration fees,
  - The Business Office is responsible for third party billing, and
  - A fee of $25 is charged to the student for each check that is returned for “insufficient funds”.
- Students whose checks are returned and who fail to make the payment within one week will not be allowed to stay in class.
- Students with an outstanding debt are not eligible for registration, nor will the student be permitted to graduate or to register for a new course until the debt has been paid or until payment of the outstanding balance has been guaranteed in writing by a financially responsible person or organization. A transcript of records or any information concerning the student’s permanent record will not be forwarded to any other source.
- Students will be notified during registration that they will be charged the full cost of courses they have taken twice within a five-year period and in which they wish to enroll. Students will be primarily responsible for monitoring course repetitions; however, PCC will review student records and charge students full cost for courses taken more than twice.
• All recreational courses are delivered on a self-supporting basis. PCC will collect and deposit into a local account, fees and other contributions to support entirely the costs of all recreational extension courses taught. Each student will pay a pro-rata share of the cost of a self-supporting course. Since the cost for a self-supporting course is not considered a registration fee, the pro-rata cost for any individual or group is not waived under G.S. 115D-5 (b) or G.S. 115B-2. Fees for self-support courses vary (PCC Policy 6.5.4 Self-Supporting Class Registration Fees – Continuing Education).

• All applicants who take the GED® test at official GED® Testing Centers are required to pay a $25 testing fee. This fee will not be required from individuals incarcerated or receiving treatment in institutions operated by the NC Department of Correction and the NC Department of Human Resources.

• For additional information regarding Registration Fee Refunds and Fee Waivers, refer to PCC Policy 6.4.6.1 Continuing Education Registration Fee Refund and PCC Policy 6.5.2.1 Fee Waivers – Continuing Education.


History: Effective February 2012