

Subject: Tuition, Fees, and Other Receipts

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1. Purpose

This policy addresses the collection of revenue including tuition, fees, and other receipts. It complies with Virginia Community College System (VCCS) *Policy Manual* Sections 4.2.1 and 4.3.0., and the *Code of Virginia* (§ 2.2 et seq.).

2. Policy

Tidewater Community College shall properly account for, report, and manage deposits of revenue and other receipts in the manner prescribed by the Virginia Department of Treasury to ensure that information is reliable and complete, that it complies with federal, state, college, and departmental policies and procedures, and that assets are properly safeguarded.

Only those departments authorized by the Vice President for Finance to collect, deposit, and record payments shall receive funds on behalf of the college. All receipts of revenue and other funds of the Commonwealth shall be recorded according to state

revenue classification codes and deposited in a bank approved by the Virginia Department of Treasury to the credit of the Treasurer of Virginia. All non-state funds received shall be recorded in the accounting system to the appropriate revenue classification code and deposited to the college's local bank account. The processing of all receipts shall generally be completed on the day received but not later than the next banking day.

All charges for tuition and mandatory fees shall be in accordance with the rates approved by the State Board for Community Colleges (SBCC). Non-mandatory fees shall be assessed and applied as approved by the TCC Local College Board and the SBCC. Fees established for non-credit offerings shall exceed the costs of such programs in the aggregate according to an annual goal established by the college president. Other revenues shall be collected in accordance with Commonwealth of Virginia and VCCS policy.

3. Responsibilities

The Vice President for Finance shall develop and maintain procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

4. Procedures

The following procedures will be followed to implement this policy.

4.1. Credit Course Tuition and Fees

Tuition and fees are due in full by the close of business on the published payment due date for each respective term. Current tuition and fee rates and payment due dates are available on the college's website at <http://www.tcc.edu/students/admissions/tuition/> or by calling the TCC Information Center at 757-822-1122.

Tuition is charged on a per-credit-hour basis at a rate determined by the student's domicile status and/or inclusion in a Special Arrangement Contract. Certain fees are assessed on a per-credit-hour basis and are payable with the student's tuition. Other fees may be assessed for special programs and/or administrative purposes. A descriptive summary of the various tuition and fee charges is provided in [Appendix A](#).

4.2. Payment of Tuition and Fees – Credit Courses

Tuition and fees not covered by a billable document and/or financial aid must be paid in full by the close of business on the published payment due date for the respective term or classes will be dropped. The only exceptions are those students who have a "Do Not Drop" (DND) indicator placed on their account in the Student Information System (SIS) in accordance with TCC Policy 2201 (Student Payment of Tuition and Fees) or those students whose accounts have a balance less than ten dollars.

The college offers multiple methods of payment for tuition and fees for credit courses including:

- Online web payments using Visa or MasterCard
- In-person at any campus Business Office using cash, check, money order, Visa, or MasterCard
- By Mail using cash, check, money order, Visa or MasterCard
- Tuition Payment Plan
- Virginia College Savings Plan

Students may also be eligible for Student Financial Assistance and/or have their tuition and fees paid by their employer or other agency via a billable document.

Guidance pertaining to methods of payment for tuition and fees is provided in [Appendix B](#).

4.3. Student Financial Assistance

Students must successfully apply for admission to the college and enroll in courses in order to be eligible for student financial assistance. Students must also complete the associated forms and on-line processes (where applicable) to apply for the various source(s) of student financial assistance. The following college resources are dedicated to assisting students with the financial assistance process:

- Campus Financial Aid Offices assist students in understanding the various methods of assistance that may be available and ensuring that all necessary documents are provided and that all forms are completed correctly.
- The Central Financial Aid Office (CFA) collaborates with campus Financial Aid Offices, Student Financial Services, and with federal, state, and private organizations in the evaluation of eligibility, packaging, awarding, and disbursement of Grants, Scholarships, Federal Work-Study, and Student Loans.
- Campus Business Offices and the Student Financial Services Office collaborate with other applicable college offices in the evaluation and processing of student requests for waivers and military tuition assistance.

Students are responsible for ensuring the accurate, complete, and timely submission of all applicable forms and completion of processes, for completing the admissions/enrollment process, and for ensuring that their tuition and fees are paid in full by the tuition due date.

Specific guidance for the application, awarding and disbursement of Federal and State Grants, Scholarships, Federal Work-Study, Student Loans, Waivers and Military Tuition Assistance are provided in [Appendix C](#).

4.4. Non-Credit Course Fees

Fees for Center for Workforce Solutions courses are assessed on a course-by-course basis and are due at the time of enrollment. Current course offerings and enrollment/tuition information is available on the college's website at <http://www.tcc.edu/workforce.org> or by calling 757.822.1234.

4.5. Payment of Tuition and Fees – Non-Credit Courses

The college offers the following methods of payment for non-credit Center for Workforce Solutions courses:

- In-person at the Center for Workforce Solutions, or any campus Business Office using check, money order, Visa, or MasterCard;
- By Mail using check, money order, Visa or MasterCard;
- Third-Party sponsored payments; and
- Private loans.

5. Definitions

Billable Document - an authorized contract, agreement, and/or letter of commitment from a sponsoring company/agency.

Commonwealth Grant (COMA) - a state grant awarded by the college from funds allotted by the State Council of Higher Education for Virginia (SCHEV) and the Virginia Community College System (VCCS). Award amounts and recipients are determined by the college.

Do-Not-Drop (DND) - a service indicator in SIS that is utilized to prevent students from being automatically dropped from their courses for non-payment of tuition and fees. This service indicator is used in accordance with TCC Policy 2201 (Student Payment of Tuition and Fees).

Federal Pell Grant (Pell) - a federal grant awarded to students based on demonstrated financial need as determined by the FAFSA. Award amounts are determined by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG) - a federal grant awarded to students based on demonstrated financial need as determined by the FAFSA. Award amounts are determined by the college.

Free Application for Federal Student Aid (FAFSA) - the U.S. Department of Education's application used to determine the student's eligibility for federal and state aid sources.

Part-Time Assistance Program (PTAP) - a state grant awarded by the college from funds allotted by the State Council of Higher Education for Virginia (SCHEV) and the Virginia Community College System (VCCS). Award amounts and recipients are determined by the college.

Special Arrangement Contract (SAC) – an agreement between TCC and an organization registered to do business in Virginia. Students covered by a SAC are charged a reduced tuition rate in accordance with VCCS policy.

VCCS Grant - a state grant awarded by the college from funds allotted by the Virginia Community College System (VCCS). Award amounts and recipients are determined by the college.

Verification - a process by which the U.S. Department of Education requires the college to request and review certain financial documents from the student in order to ensure that he/she has completed the FAFSA correctly.

6. References

[TCC Policy 2201 – Student Payment of Tuition and Fees](#)

[TCC Policy 4202 – Refunds for Courses and Financial Aid Award Credit Balances](#)

[TCC Policy 4203 – Receivables and Collections](#)

[VCCS Policy Manual, Section 4 Administration and Finance](#)

[CAPP Manual, Section 20205 Deposits](#)

[CAPP Manual, Section 20325 Revenue Refunds](#)

7. Review Periodicity and Responsibility

The Vice President for Finance shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are made.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on March 2, 2015.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Phyllis F. Milloy
Vice President for Finance

9. Review and Revision History

The initial version of this policy was approved January 20, 2011.

- Revision 1
 - Deleted references to Touchtone Telephone System.
- Approved December 5, 2011 by President Deborah M. DiCroce.

- Revision 2
 - Reflects changes in reference to Center for Workforce Solutions non-credit offerings.
 - Reflects change that a student account of less than ten dollars will not result in deletion of classes.
 - Reflects change to generic Tuition Payment Plan rather than specifying a third-party vendor.
 - Reflects change on notification to Human Resources of work-study terminations.

Approved March 2, 2015 by President Edna V. Baehre-Kolovani, Ph.D.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE POLICY
TUITION, FEES & OTHER RECEIPTS
SUMMARY OF CURRENT TUITION AND FEES

A. Credit Course Tuition

Tuition is charged on a per-credit-hour basis at a rate determined by the student's domicile status and/or inclusion in a Special Arrangement Contract. The following tuition rate categories are currently approved by the State Board for Community Colleges.

- **Virginia Resident (In-state) Tuition Rate** applies to all students who are domiciled as residents of Virginia.
- **Virginia Contract Tuition Rate** applies to in-state students covered under a contract between the college and a Virginia employer.
- **Business Contract Tuition Rate** applies to out-of-state students covered under a contract between the college and a Virginia employer.
- **Military Contract Tuition Rate** applies to all out-of-state military students covered under a contract between the college and a federal military installation.
- **Out-of-State Resident Tuition Rate** applies to all students who are domiciled as a non-resident of Virginia and are not covered under a contract between the college and a Virginia employer.

B. Credit Course Fees

The following fees are payable with tuition and are assessed on a per-credit-hour basis.

- **Technology Fee** is mandated by the State Board for Community Colleges, and is used to finance improvements in information technology at Virginia's community colleges. There is no maximum on the number of credit hours for this fee.
- **Capital Fee** is mandated by the State Board for Community Colleges, and is assessed on all out-of-state students to help offset debt service on bonds issued for capital construction. There is no maximum on the number of credit hours for this fee.
- **Institutional Fee** is used to fund expenses related to campus parking and related expenses including, but not limited to, parking lot improvements, signage, parking lot repairs, security, shuttle service, lease and bond payments, and overall improvements (up to a maximum of 15 credit hours per semester).
- **Student Activity Fee** is used to fund various student activities and programs including, but not limited to honor societies, leadership training, community and

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cultural events, clubs, athletics, student publications, and learning assistance (up to a maximum of 15 credit hours per semester).

- **Auxiliary Capital Fee** is used to construct, maintain, and operate facilities for which State General Fund dollars are not permitted (up to a maximum of 15 credit hours per semester).

Other fees may be assessed for special programs and/or administrative purposes as summarized below.

- **Student Assessment Testing Fee** is a \$4.00 fee for student assessment program testing.
- **Course/Specific Use Fees** are assessed for specific courses that require specialized materials, equipment, and/or testing. Students may also be required to pay for transportation, admission, and other expenses related to field trips.
- **Returned Check/Dishonored Credit Card Fees** are assessed for any returned check or dishonored credit card or debit card charge back returned to the college. Fees are assessed at \$35 if the account is not in past due collection status and at \$50 if the account is in past due collection status.
- **Collection Fee** is assessed on all accounts not paid within 30 days of the due date. The fee is assessed at 30% of the original debt.
- **Replacement Book Fee** is assessed by the Library/Learning Resource Centers for lost books/material charges. The replacement charge for materials is based on the average academic book pricing as listed in the *Bowker Annual of Library and Book Trade Information*.
- **Property Damage/Loss** fees vary in amount and are based on estimated replacement cost.

C. Non-Credit Course Fees

- Information pertaining to course fees including course books for Center for Workforce Solutions offerings may be obtained by emailing wfdinfo@tcc.edu or by calling 757-822-1234.
- **Returned Check/Dishonored Credit Card Fees** are assessed for any returned check or dishonored credit card or debit card charge back returned to the college. Fees are assessed at \$35 if the account is not in past due collection status and at \$50 if the account is in past due collection status.
- **Collection Fee** is assessed on all accounts not paid within 30 days of the due date. The fee is assessed at 30% of the original debt.
- **Property Damage/Loss Fees** vary in amount and are based on estimated replacement cost.

APPENDIX B
TIDEWATER COMMUNITY COLLEGE POLICY
TUITION, FEES & OTHER RECEIPTS
METHODS OF PAYMENT FOR CREDIT AND NON-CREDIT TUITION AND FEES

A. Credit Tuition and Fees

a. Online web payments using Visa or MasterCard

Students may make payments for tuition and fees via the internet through the Student Information System (SIS). Students must login to SIS (<https://m.sis.vccs.edu/app/profile/login>) and make payment using either a Visa or MasterCard. Students in need of assistance with this process may contact the TCC Information Center (757-822-1122) or any campus Business Office.

b. In-person using cash, check, money order, Visa, and MasterCard

Students may make payments at any campus Business Office using cash, money order, check, or VISA or MasterCard. All payments by check or money order must be payable to Tidewater Community College. Students must present a valid form of identification when making payment in person.

c. Mail-in

Students may make payments for tuition and fees by mail using checks or money orders. All payments by check or money order must be payable to Tidewater Community College. Payments should be mailed to any campus Business Office and include the student's full name, address, SIS ID/EmplID, and a phone number. Current mailing addresses may be obtained by contacting the TCC Information Center (757-822-1122) or online at <http://www.tcc.edu/students/admissions/tuition/index.htm#contacts>

d. Tuition Payment Plan

The college provides a tuition payment plan through a third party vendor. The payment plan allows students to pay tuition in monthly, interest-free payments for a small non-refundable fee.

Students must be enrolled in classes in order to establish a payment plan contract. Different payment options are available to students depending upon their enrollment date. After a payment plan contract has been completed, contract-associated classes will be held until the payment plan guarantee date. All requests to increase or decrease contracts must be made in writing and sent by email to payplan@tcc.edu.

Detailed information about the tuition payment plan, including associated terms and conditions, is available online at http://www.tcc.edu/students/admissions/tuition/Methods_of_Payment.htm#PPlan.

Students may also contact the college payment plan coordinator at 757-822-1776 or by email at payplan@tcc.edu for more information about the tuition payment plan.

e. Virginia College Savings Plan

Students enrolled in one of the Virginia College Savings Plans (VCSP) may utilize funds to pay for eligible tuition and fees. Students must notify the VCSP administrator of their intention to attend TCC. Students should also contact any campus Business Office to arrange for payment of tuition and fees with VCPS funds. Contact information for each Business Office is available online at <http://www.tcc.edu/students/admissions/tuition/index.htm#contacts>

f. Student Financial Assistance

Students are encouraged to visit the TCC Financial Aid website at <http://www.tcc.edu/students/finaid/index.htm> for information about specific forms of financial assistance available and the associated application processes.

Specific operating procedures about this topic are available within TCC Policy 4201, Tuition, Fees, and Other Receipts and with additional guidance contained in [Appendix C](#).

g. Third Party Contracts

Students may present either an agency/employer Billing Authorization Letter (on company letterhead) or the TCC Tuition Assistance (TA) Form to any campus Business Office in order to have their tuition and fees deferred to a third party. The Billing Authorization Letter or TA Form must be presented prior to the published tuition due date for the respective semester in which the student is enrolled. Upon presentation of valid authorization, the student's tuition and fees will be deferred to a third party contract and billed directly to the agency/employer identified on the Billing Authorization Letter or TA Form.

The college may also enter into specific Special Arrangement Contracts (SAC) with businesses or government organizations to provide educational services to employees or constituents. Unless otherwise stipulated in the SAC, students must submit the Billing Authorization Letter or TA Form to the Business Office in order to have their tuition and fees deferred to a third party.

The student and the agency/employer must be aware of the following guidelines pertaining to this process:

- Unless specified in a Special Arrangement Contract (SAC), tuition and fees will be based upon the student's domicile status. If the student is not a Virginia Resident, the out-of-state tuition rate will be used.
- The college will not accept authorizations from agencies/employers that are contingent upon acceptable student grades and/or employment status.
- It is the student's responsibility to present the Billing Authorization Letter or TA Form to the Business Office before the published tuition due date.

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The TA Form or Billing Authorization Letter must contain the following information in order to be accepted and processed by the college:

- Student's full name;
- Student's SIS ID/EmplID or last four digits of the student's Social Security Number;
- Course list, including course numbers and titles and the dollar amount authorized;
- Agency/employer billing address, phone number, contact name, Federal Tax Identification Number, and type of proprietorship (Federal, State, Local, Private Corporation, Charitable Organization, etc.);
- A statement that the agency/employer will pay TCC within 30 days of the invoice date regardless of satisfactory attendance and/or progress by the student, grade received by the student, or whether the student withdraws after the last date to drop for refund; and
- Signature of both the student and authorized individual of Agency/Employer.

Campus Business Offices and Accounts Receivable staff will establish required organizations and contracts in the SIS in order to properly defer authorized tuition and fees to the agency/employer's account. Accounts Receivable staff will then invoice all third-party organizations in accordance with TCC Policy 4203 (Receivables and Collections).

B. Center for Workforce Solutions Non-Credit Tuition and Fees

a. In-Person using check, money order, Visa, and MasterCard

Students may make payments at the Center for Workforce Solutions or any campus Business Office using money order, check, VISA or MasterCard. All payments by check or money order must be payable to Tidewater Community College.

b. Mail-in

Students may make payments by mail using checks or money orders. All payments by check or money order must be payable to Tidewater Community College. Payments should be mailed to the Center for Workforce Solutions and include the student's full name, address, SIS ID/EmplID, and a phone number. The mailing address is:

TCC Center for Workforce Solutions
7000 College Drive
Suffolk, VA 23435

APPENDIX C
TIDEWATER COMMUNITY COLLEGE POLICY
TUITION, FEES & OTHER RECEIPTS
STUDENT FINANCIAL ASSISTANCE FOR CREDIT AND NON-CREDIT COURSES

This appendix provides guidance for the application, awarding and disbursement of Federal and State Grants, Scholarships, Federal Work-Study, Student Loans, Waivers, and Military Tuition Assistance.

A. Credit Courses

a. Grants, Scholarships, Federal Work-Study, and Student Loans

Grants and Loans

Students may apply for aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. A paper application is also available by contacting the Department of Education at 1-800-4FEDAID (1-800-433-3243). Students should be aware that state and some federal aid sources are awarded on a first-come, first-served basis. When completing the FAFSA, students must indicate TCC as a college of choice in order to automatically be evaluated for eligibility. Eligibility for state and federal grants including PELL, SEOG, COMA, VCCS Grant, and PTAP is given consideration prior to evaluating eligibility for other methods of assistance to complete the student's financial assistance package. Students may be contacted by the Financial Aid offices to request supplemental documentation that may be required to complete the eligibility verification process.

The amount of financial aid assistance is posted to the student's account in the Student Information System (SIS) once the determination of eligibility and the aid package that is available to the student is complete. The initial Financial Aid Award Notice is then sent to the student's TCC email address. If the student's total assistance package does not meet the estimated direct costs for the given academic period, the Financial Aid Award notice will include a student loan offer.

Students who choose to obtain a student loan must complete a student loan request. The loan request may be submitted online at the TCC Financial Aid Web-site at <http://www.tcc.edu/students/finaid/loans.htm>. The Office of Central Financial Aid (CFA) reviews loan requests daily and conducts a thorough evaluation of the student's borrowing history, enrollment, satisfactory academic progress, financial need, and other assistance available. If deemed eligible, the loan award is posted to the student's account in SIS.

Scholarships

TCC receives a variety of scholarships from private and institutional sources and the TCC Educational Foundation. General information and instructions on how to

apply for scholarships, as well as links to resources regarding scholarships, are available on the TCC Financial Aid web-site.

Campus Financial Aid offices will assist students in completing the Scholarship Application and Donor Form and submit the form to CFA for review of eligibility. Upon completion of eligibility and award, scholarships are posted to the student's account in SIS and released for payment of applicable charges on the student's account.

Disbursement of Grants, Loans, and Scholarships

Grants, loans, and scholarships are released for payment of applicable charges on students' accounts in SIS. With the student's authorization, funds in excess of the applicable charges on the student's account may be used at the college bookstore for the purchase of books and supplies, parking at the Norfolk Campus, child-care services, and HRT transit passes. Any credit balance remaining after reconciliation of applicable charges in SIS including charges for books, supplies, etc., may be disbursed to the student or agency/organization providing the award, if stipulated as such in the grant, loan, or scholarship. Federal and state regulations for the disbursement of grants will apply in all circumstances.

Should a student drop all classes prior to the Last Day to Drop for a Tuition Refund, or fail to begin attendance in all courses, awarded financial assistance will be cancelled and returned to the appropriate awarding entity. Students who withdraw from all classes after the Last Day to Drop for a Tuition Refund are subject to a Return of Title IV Funds calculation in accordance with federal grant regulations.

Federal Work-Study

The Federal Work-Study program provides part-time work opportunities for students with demonstrated financial need. Eligibility is determined from the results of the Free Application for Federal Student Aid (FAFSA). Students interested in participating in the program should complete a work-study application and submit the completed application to a campus Financial Aid office. Eligible students may be assigned a variety of positions across the college and in community service positions, and work an average of 15 hours per week.

Campus Financial Aid coordinators work closely with CFA in determining eligibility and award amounts. The campus coordinator will align the student with appropriate work opportunities and coordinate the collection of all necessary employment documents and coordinate the hiring process with the Office of Human Resources (HR). Students will enter their time worked in the Human Resource Management System (HRMS) where it will be approved by their supervisors or designated time approvers. Students will be paid according to the designated college payroll processing schedule.

The campus financial aid office will notify HR of work-study terminations and changes in supervisors or designated time approvers. HR staff will reflect such changes in HRMS.

b. Waivers

Students who qualify for the Senior Citizens Waiver, Cross Registration Waiver, and/or the Virginia Military Survivors and Dependents Education Program (VMSDEP) may have a part or all of their tuition and fees waived by the college.

Senior Citizen Waiver

Students must submit a completed Student Tuition Assistance for Senior Citizens form (SS-027) to the campus Enrollment Services Office to be considered for this waiver. The Enrollment Office will determine if the student is eligible for the waiver and will notify the campus Business Office and the student of eligibility. The Business Office will update the student's account in SIS to reflect the waiver eligibility and adjust the student's account as authorized by the Enrollment Services Office.

Cross Registration Waiver

TCC participates in the Virginia Tidewater Consortium for Higher Education (VTC). Students may register on a credit or audit basis at another consortial institution for courses not offered in the current semester at their home institution. TCC students should contact a campus Enrollment Services office for more information about this program.

Students from other VTC member schools who attend courses at TCC must receive approval for cross registration from their home institution and complete all required enrollment forms and VTC registration paperwork required at their home institution. When enrolling at TCC, the student should notify the TCC Enrollment Services Office of his/her VTC cross-registration status and provide authorization from the home institution. The Enrollment Services Office will review all information and will notify the campus Business Office and the student of eligibility. The Business Office will update the student's account in SIS to reflect waiver eligibility and adjust the student's account as authorized by the Enrollment Services Office.

Virginia Military Survivors and Dependents Education Program (VMSDEP) Waiver

The VMSDEP provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. The purpose of this program is to provide free tuition and fees at any state-supported college or university in Virginia. Benefits are available for up to four years. The student must notify the college and the Virginia Department of Veterans Affairs of their intention to attend TCC. The Virginia Department of Veterans Affairs will determine eligibility and notify the college's Veterans Affairs Office if eligible. Upon notification from the college Veterans Affairs Office, the campus Business Office will update the student's account in SIS to reflect the waiver eligibility and adjust the student's account as authorized.

c. Military Tuition Assistance

Each branch of the armed services has specific tuition assistance programs. Students should contact their respective military branches for detailed information about programs that may apply to them. In order to have all or a portion of his/her tuition and fees covered by the Military Tuition Assistance program, the student must provide an authorized Tuition Assistance (TA) form to the campus Business Office. Certain military offices will provide the college with a roster of eligible students, but it is the responsibility of the student to provide documentation of eligibility for the program. Students must also ensure that their appropriate domicile status is documented with the college Enrollment Services Office. The Business Office will review the TA form for compliance with college requirements and advise the student of any tuition and fees for which the student will be responsible and then collect payment according to the college payment due date.

d. Forms

The following forms are commonly utilized in the student financial assistance process.

- [Free Application for Federal Student Aid \(FAFSA\)](#)
- Entrance Counseling
- Master Promissory Note
- [Loan Request Form](#)
- [Student Tuition Assistance for Senior Citizens](#)
- [TCC Scholarship Application](#)
- [Request for Employment of Work Study Employee \(HR 38\)](#)

B. Center for Workforce Solutions Non-Credit Courses

a. Private Loans

Students may be able to obtain a student loan to fund their professional development. For more information, refer to the website at <http://www.tccworkforce.org/lifelong-learning/36-lifelong-learning/125-enrollment>.