

TUITION AND FEES

Current tuition and fee rates and payment due dates are provided on the college website at <http://www.tcc.edu/students/admissions/tuition/> or by calling 757-822-1122. Tuition rates are subject to change by action of the State Board for Community Colleges. Tuition and fees are due in full by the close of business on the published payment due date for each respective semester. The following fees are payable with tuition and are assessed on a per credit hour basis.

- **Institutional Fee** is used to fund expenses related to campus parking including, but not limited to; parking lot improvements, signage, parking lot repairs, lot security, and overall improvements (charged 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 cultural events, clubs, athletics, student publications, and learning assistance (charged up to a maximum of 15 credit hours per semester).
- **Technology Fee** is used to finance improvements in information technology.
- **Capital Fee** is assessed to all out-of-state students to help offset debt service on bonds issued for capital construction.
- **Auxiliary Capital Fee** is used to construct, maintain, and operate facilities for which state General Fund dollars are not permitted (charged 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 charged 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.
- **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 the estimated replacement cost.

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BOOKS AND MATERIALS

Barnes & Noble at Tidewater Community College stocks all necessary books, supplies and college gear that a TCC student may need. The largest of the Barnes & Noble Tidewater Community College stores is conveniently located in the MacArthur Center Mall on the second and third floors. The MacArthur Center store provides Norfolk, Chesapeake, and Portsmouth campus students with their books and supplies, regardless of the campus they are attending. Virginia Beach Campus students should go to the Barnes & Noble Tidewater Community College store conveniently located on the Virginia Beach Campus, which also provides full-service textbooks and supplies. The Chesapeake and Portsmouth campuses have distribution stores, where books and supplies can be ordered online and picked up on campus. A limited number of supplies and accessories are available at the distribution stores.

All TCC students can order their books and supplies online at <http://tcc.bncollege.com> and have them delivered to one of the four store locations or directly to their home. Please be aware that both the Chesapeake and Portsmouth stores have limited operating hours. For additional information on all store locations, including hours of operation both during the first two weeks of classes and throughout the semester, please visit <http://tcc.bncollege.com>.

DOMICILE

All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile information on the application for admission. Information pertaining to domicile status for all students, including military service members and their spouses and dependents, is provided later in this chapter.

PAYMENT OF TUITION AND FEES

Payment of tuition and fees must be made in full by the close of business on the published payment due date for each respective semester. The student must pay any balance not covered by financial aid or third party contract, such as an employer/agency. Tidewater Community College (TCC) accepts employer/agency Billing Authorization Letters (on company letterhead) or the TCC Tuition Assistance Form. The student must present either form of billing authorization to the campus Business Office at the time of registration in order to have the charges billed to the student's employer/agency and to avoid being dropped from class.

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

- Online web payments using Visa or MasterCard
- Touchtone Telephone System using Visa or MasterCard
- In-person at any campus Business Office using cash, check, money order, Visa and MasterCard
- By mail
- Nelnet Tuition Payment Plan
- Virginia College Savings Plan

Students are encouraged to visit the Methods of Payment webpage for more information about each method of payment, as well as applicable forms and procedures (at http://www.tcc.edu/students/admissions/tuition/Methods_of_Payment.htm).

REFUNDS

Tuition and Fee Refund Eligibility

Students are eligible for a refund of tuition and fees for those credit hours dropped during the published add/drop period for each semester. Payments for courses cancelled by the college will be automatically refunded. Refunds for a given semester will begin processing after the published “Last Day to Drop for a Tuition Refund.”

Tuition Refund Exceptions

Refunds will not be granted after the add/drop period has passed, except for instances involving: (1) administrative error of the college; (2) extraordinary circumstance involving a major medical emergency; (3) a national emergency or mobilization declared by the President of the United States in accordance with Section 23-9.6.2 of the Code of Virginia; or (4) some other extraordinary circumstance as approved by a campus Business Manager. Students may petition for a refund by submitting their request in writing to any campus Business Manager within six months of the beginning of the respective semester.

Tuition Refund Designation

Refund checks are issued to the student enrolled at the college rather than the individual who originally made payment to the college, if other than the student. Tuition and fees paid by a third-party contract will be refunded to the third-party. Credit card payments made via the internet will be refunded to the cardholder.

Students utilizing the Nelnet Tuition Payment Plan will receive a refund check payable to the student, and not to the responsible party on the payment plan agreement. Refunds will be processed within four to six weeks of the last payment plan payment date for the semester.

Refunds payable to the student will be mailed to the student’s address on file with the college in the Student Information System (SIS). Refunds payable to a third-party will be mailed to the address of record on the billable document.

Tuition Refund and Indebtedness

Students indebted to the college will have any outstanding debts deducted from their refund before it is processed. Debts may include, but not be limited to, tuition, returned check fees, student loans, and library materials. The college must also comply with the Virginia Department of Taxation Debt-setoff program by verifying any outstanding debts with agencies of the Commonwealth of Virginia, Virginia local governments, the Virginia court system, and the Internal Revenue Service prior to issuing refunds.

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Lost Check Procedures

Questions related to the status of refund checks should be directed to the campus Business Offices. In the event a refund check is deemed to be lost, the student should complete the Lost Check Affidavit Form and submit it to the appropriate Business Office for processing.

RETURNED CHECK/DISHONORED CREDIT CARD OR DEBIT CARD CHARGE BACK

When a returned check or dishonored credit card or debit card charge back is returned to the college, the student will automatically be removed from all affected classes. A \$35.00 service charge will be assessed against the student's account for a returned check or dishonored credit card or debit card payment for accounts not in past due collection status. A period of ten (10) days will be allowed to satisfy the financial obligation prior to initiating the collection process. A \$50.00 service charge will be assessed against the student's account for a returned check or dishonored credit card or debit card payment when the student's account is in past due collection status. Notice of these actions will be sent by U.S. Mail to the student.

COLLECTION FEES

At thirty (30) days past due, all delinquent accounts will be assessed a collection fee of thirty percent (30%) of the original debt. External resources, including the Virginia Department of Taxation Set-off Debt system and private collection agencies will be used in collection efforts

Services Denied for Indebtedness

Students will not be permitted to register or to attend classes, and the college will not issue transcripts, certificates, or degrees to students, until all amounts due to the college are paid in full.

DOMICILE

Eligibility for In-State Tuition

Section 23-7.4 of the Code of Virginia governs eligibility for in-state tuition. For a complete description of the most current guidelines, students should visit the State Council of Higher Education for Virginia's website at <http://www.schev.edu/>.

All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile section of the application for admission. The college determines the student's eligibility for in-state tuition rates based on information supplied on the application for admission.

The process of determining eligibility involves two central concepts: domicile and dependency.

Domicile involves more than presence in Virginia for a one-year period. A Virginia resident is one who has been domiciled in and has been an actual bona fide legal resident of Virginia for a period of at least one year prior to the start of the enrollment term. The legal definition of domicile is "the present and fixed home of an individual to which he returns following temporary absences and at which he intends to stay indefinitely." No person may have more than one domicile. Normal evidence of a person's intent

to establish domicile in Virginia includes filing and payment of state income tax, voter registration, automobile registration, driver's license, and the like. The burden of providing clear and convincing proof of intention to remain in Virginia indefinitely rests solely with the prospective student.

Dependency refers to the relative measure of financial and/or legal control which an individual exercises over his or her own affairs. Dependent students and unemancipated minors take the domicile of a parent or legal guardian. The rebuttal presumption is that students under the age of 24 on the date of the planned enrollment receive substantial financial support from their parents or legal guardian, and therefore they are dependent on their parents or legal guardian, unless the student is a veteran or an active duty member of the U. S. armed forces, is a graduate or professional student, is married, is a ward of the court or was a ward of the court until age 18, has no adoptive or legal guardian when both parents are deceased, has legal dependents other than a spouse, or is able to present clear and convincing evidence that he or she is financially self-sufficient.

Independent students and emancipated minors may establish domicile on their own. Married persons have the option of taking their spouse's domicile so long as they can prove financial dependency on the spouse. Contact an Admissions/Enrollment Services office for detailed information about domicile.

Military Service Members

Active duty military members, activated guard or reservist members, or guard or reservist members mobilized or on temporary active orders for six months or more that are stationed or assigned by their military service to a work location in Virginia and who reside in Virginia shall pay tuition, at the in-state tuition rate. In order to receive the in-state tuition rates, students are to provide a copy of their military orders specifying Virginia as their ultimate duty station and their military ID card.

Active duty military members residing in Virginia and retired military personnel residing in Virginia at the time of their retirement who voluntarily elect to establish domicile in Virginia shall pay tuition, at the in-state tuition rate. A person's domicile is his or her present, fixed home to which he or she returns following temporary absences and at which he or she intends to stay indefinitely. Intent to establish domicile may be supported by actions such as changing the LES to reflect Virginia withholding, registering to vote, obtaining a Virginia driver's license, registering cars in Virginia, etc. For these persons, the requisite one-year waiting period prior to being eligible for in-state tuition is waived as long as all other conditions for establishment of domicile are satisfied.

(Note: To initiate payment of Virginia income tax, military members should contact their military pay office and complete a DD Form 2058 in duplicate. Service members can verify completion of the DD2058 by presenting to the college an LES showing Virginia as their tax situs or a letter from their command verifying the change of tax status to Virginia. Additionally, supporting factors must be put in place while on active duty.)

Military members who do not establish domicile prior to separation are subject to the one year waiting period. These individuals must present factors of support that have existed for one year prior to the

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term for which they seek in-state tuition. For detailed information, contact the Enrollment Services/ Admissions Center on the campus you plan to attend. Military members who elect not to establish Virginia domicile may be eligible for in-state tuition rates through Special Arrangement Contracts (SACs) between the colleges or universities and the military, typically through the use of Tuition Assistance.

Military Spouses and Dependent Children

A spouse or dependent child of an active duty service member or activated or temporarily mobilized reservist or guard member is eligible for in-state tuition if:

- a. The active duty service member is assigned to a permanent duty station or workplace geographically located in Virginia, or in a state contiguous to Virginia or the District of Columbia; and
- b. The spouse or dependent child resides in Virginia.

Spouses of military service members and their dependents must submit the following supporting documentation:

- a. Proof (e.g., military orders) of spouse's active duty, activation or mobilization status and permanent duty or geographically workplace assignment in Virginia;
- b. Verification of the military member's and dependent's residence in Virginia (e.g., driver's license, or any number of ways of demonstrating residency in Virginia, such as a copy of a utility bill, a lease, etc.); and
- c. the dependent military ID card.

Military Student Deployment or Unplanned Call to Active Military Service

Military students who are called to active military service and have to leave quickly may call any Tidewater Community College Campus Dean of Student Services, any TCC Base Representative, or the Information Center to obtain assistance with the processes of withdrawal from the college and tuition refund. The military student needs to provide the Dean with his/her name, student identification number, and a copy (fax, mail, electronic) of his/her military orders, deployment orders, or documentation indicating he or she must leave the area for service or is otherwise unavailable to attend classes.

The following are the numbers of the Campus Deans of Student Services offices:

- Chesapeake Campus: 822-5115 Fax: 822-5274
- Norfolk Campus: 822-1230 Fax: 822-1247
- Portsmouth Campus: 822-2180 Fax: 822-2919
- Virginia Beach Campus: 822-7245 Fax: 427-0418

The following are the numbers of the TCC Base Representatives:

- Naval Station Norfolk: 489-7397 Fax: 451-1157
- Naval Air Station Oceana: 491-4385 Fax 491-5250
- Naval Air Station Oceana Dam Neck Annex: 491-3749 Fax: 491-5250
- Joint Expeditionary Base—Little Creek and Fort Story: 363-3939 Fax: 363-6066
- Naval Medical Center Portsmouth: 953-6007 Fax: 953-6066
- Naval Support Activity Norfolk, Northwest Annex: 489-7397 Fax: 451-1157
- United States Coast Guard: 491-3749 Fax: 491-5250
- Military Programs: 822-1195 Fax 822-1160

Military students who cannot contact the Campus Dean or a Base Representative should call the college's Information Center at 822-1122 (fax: 822-1369). The Information Center staff will confirm the student's campus, list the classes, and forward all information to the appropriate campus dean for needed action.

Change of Domicile Status

If students enter TCC as an out-of-state student but later meet the requirements to be a Virginia domiciliary, they may apply for domicile reclassification. To do so, students should submit a Domicile Reclassification Form, available from campus Enrollment Services, to the Enrollment Services/Domicile Office for a ruling. If students meet all of the requirements, they will be eligible for in-state tuition for the following semester. Domicile reclassifications are NOT retroactive, so students should apply for reclassification as soon as they qualify.

Domiciliary Appeals Process

Section 23-7.4 of the Code of Virginia, relating to eligibility for in-state tuition privileges, specifies that public institutions of higher education in Virginia must establish an appeals process for applicants "aggrieved by decisions on eligibility for in-state tuition charges." The purpose of the appeals process is to provide criteria in administering domiciliary status determinations and to provide for the orderly and timely resolution of all disputes. Applicants for in-state tuition rates may introduce facts to support their claims for in-state domiciliary status at any point within the appeals process. The domiciliary appeals process of Tidewater Community College is as follows:

Level I - Initial Determination

Initial determination of domiciliary status is usually made by a member of the Enrollment Services staff, but may be made by Admissions/Enrollment Services, a Campus Dean of Student Services or a duly appointed designee. Students may appeal the initial domicile decision. An appeal of a level I decision must be initiated no later than the last day to receive a tuition refund for the term in which the student is seeking in-state status.

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Level II - Intermediate Review

A level II intermediate appeal is reviewed by a campus designee different from the individual(s) involved in the level I appeal. Intermediate appeal forms are available at campus Enrollment Services Offices. The college will respond to an intermediate appeal within 10 working days. Students may appeal the intermediate decision. An appeal of a level II decision must be initiated within 10 working days of notification of the level II decision.

Level III - Final Administrative Review

The final administrative review process shall be conducted by an appeals committee consisting of an odd number of members. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. The institution shall inform the student of its decision in writing within 10 working days. Any party aggrieved by a final administrative decision shall have the right to review in the Circuit Court for the jurisdiction in which the relevant institution is located. Students may appeal the final administrative decision within thirty days of receiving the committee's written decision. The student initiating the appeal must notify the college that the appeal has been directed to Circuit Court. In any such action, the institution shall forward the record to the court, whose function shall be only to determine whether the decision reached by the institution could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to law.