

TUITION AND FEES

Call 757-822-1122 for current tuition and fee rates. Tuition is subject to change by action of the State Board for Community Colleges.

The college assesses all students an institutional fee used to fund college parking facilities and associated costs a student activity fee used to fund various student activities and programs, and an auxiliary capital fee to construct, maintain, and operate facilities for which General Funds are not permitted. These fees are payable with tuition and are charged on a per credit hour basis up to a maximum of 15 credit hours per semester. The State Board for Community Colleges mandates a per credit hour technology fee used to finance major improvements in information technology at Virginia's community colleges, and a per credit hour capital fee assessed to all out-of-state students.

TCC charges a \$4.00 fee for Student Assessment Program testing. A fee of \$20.00 is charged for each returned check.

Books and Materials

Students are expected to buy any books, supplies, and consumable materials needed for their studies. The estimated cost of such items averages \$500 per semester for a full-time student. Barnes & Noble at Tidewater Community College serves all TCC locations with the main bookstore located at MacArthur Center in Norfolk, a satellite bookstore at the Virginia Beach Campus, and kiosks with academic supplies and incidentals at the Chesapeake and Portsmouth campuses. During peak book-selling periods in the academic year, temporary on-campus distribution stores operate on the Chesapeake and Portsmouth campuses. Books and supplies may be ordered online. For additional information go to the bookstore's website at <http://www.tcc.bncollege.com>.

Domicile

Eligibility for In-State Tuition

Section 23-7.4 of the Code of Virginia governs eligibility for in-state tuition. All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile items 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 is and has been an actual bona fide legal resident of Virginia for a period of at least one year prior to the commencement of the term of enrollment. The legal definition of domicile is "the present and fixed home of an individual

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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 your 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 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 Enrollment Services/Admissions Center for detailed information about these and any special provisions regarding domicile and tuition.

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 orderly and timely resolutions 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, 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 you are seeking in-state status.

Level II - Intermediate Review

If the initial determination has been made by a member of Enrollment Services staff, the intermediate review of an appeal will be made by the campus Admission/Enrollment Services or designee on a daily basis. If the initial determination was made by the coordinator, the intermediate review will be conducted by the Campus Dean of Student Services or a duly appointed designee. If the initial determination was made by the Dean of Student Services, the immediate review will be conducted by the Provost or duly appointed designee. Intermediate appeal forms are available at campus Enrollment Services Offices. The college will respond in writing 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 college shall be notified by the individual initiating the appeal that the appeal has been directed to the 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.

Change of Domicile Status

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

Tuition and The Military

The Code of Virginia specifies several ways that a student may be eligible for in-state tuition rates. Students are eligible if they are domiciliary residents of Virginia or if they qualify under one of the exception provisions, including an exception for military spouses and dependents.

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Military Service Members

Military members may be eligible for in-state tuition rates if the member establishes domicile in Virginia. 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.

(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 situs 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 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

As the spouse or dependent child of an active duty military service member, you are eligible for in-state tuition if:

- a. the active duty service member is assigned to a permanent duty station in Virginia; and
- b. you reside in Virginia.

Supporting documentation: For spouses of military service members and their dependents, proof of spouses active duty assignment in Virginia, and dependent military ID card.

REFUNDS

Tuition Refund Procedure

To be eligible for a refund, you must either drop the class (es) through the web, Touchtone Enrollment System, execute an official drop form which must be processed by the Enrollment Services/Records Office, or provide written permission to a representative who acts for you

on or before the published last day to drop for tuition refund each semester/session. Refer to the college calendar for the deadline for tuition refunds for the semester. This deadline should not be confused with the last day to withdraw without academic penalty. An exception may be granted and you may be able to drop your classes by mail. To officially notify the college by mail, you must send a letter to the Enrollment Services/Records Office listing the course(s) to be dropped. The envelope must be postmarked on or before the published refund date. You must include written documentation verifying your inability to comply with the above procedure.

Classes properly dropped by the deadline are eligible for tuition refunds. If TCC cancels a class (es) and you elect not to add another one, you will receive a full refund of tuition and fees for that class (es). These refunds are processed after the published Last Day to Drop for Tuition Refunds deadline has passed. Refund checks are forwarded by the Commonwealth of Virginia's Department of Treasury to students at the address they have on file with the TCC Enrollment Services/Records office. Students should receive checks within two to four weeks in accordance with the college refund schedule dates. If tuition was paid with VISA or Master Card, the student, with proper identification, must present the credit card originally used for payment to the Cashier's Office immediately after cancellation or dropping the class. The refund will be credited against the credit card; otherwise the refund will be mailed to the enrolled student. Students who pay on the WEB and do not bring their card in to the Cashier's Office will receive a credit back to their account through their credit card company.

Student financial aid recipients who withdraw from a course(s) may be eligible for a pro rata refund of tuition as provided by federal regulation. Such refunds are credited to student aid programs from which the student received aid. These policies are available from the Financial Aid office.

If you are indebted to the college, it is our policy to deduct this amount from your tuition refund. Debts include past due tuition, bad checks, student loans, traffic fines, library fines, or other overdue obligations.

If a student eligible for a refund has an outstanding debt to another State agency, the Commonwealth Treasurer's Office may apply the refund to the outstanding debt. Refund checks will be made payable to the student, not the person who originally paid, if different from the student. The only exception will be if the student presented a letter or contract from his/her employer authorizing them to be billed for tuition.

Tuition Refund Appeal Procedures

Tuition refund appeals are accepted in any Business Office during normal hours of operation, or by mail, and are reviewed on a continuous basis. Appeals that do not represent a sound basis for reimbursement will be denied. Notification of approval/denial of appeals normally occurs by mail within two to three weeks. Tidewater Community College will promptly

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refund tuition and/or cancel a financial charge from a student's account provided the student meets the requirements outlined below.

Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class (es) and was making satisfactory progress in the class (es) at the time of withdrawal. (Students who are receiving financial aid should check with their financial aid office prior to withdrawal to determine what, if any effect this action may have on future financial aid eligibility.) If a student has a grade other than a "W", the student must first contact the instructor and/or the academic dean to determine whether or not the student is eligible to have the grade in question changed to a "W". If the change is granted, it must be submitted to the Enrollment Services/Records Office, and processed by that office. The student may then submit a refund appeal to the Business Office. All tuition appeals must be in writing and submitted with written supporting documentation to the Business Office within one year from the beginning of the semester for which the charge was incurred.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal. Pre-existing conditions are not justifiable.
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of scheduled instruction)-verified with appropriate documentation. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister.
- Involuntary job transfers outside the Greater Hampton Roads Metropolitan Area—documented by employer. (Includes dependent(s) enrolled at Tidewater Community College, if other than student.)
- Involuntary changes in military deployment outside the Greater Hampton Roads Metropolitan Area documented by commanding officer, or student must provide valid and properly endorsed orders. (Includes dependent(s) enrolled at Tidewater Community College, if other than student.)
- Error in academic advising by TCC Personnel resulting in inappropriate course enrollment. Requests must be initiated through the TCC office where student was advised.

- Late notification of denial to a specific degree program—with supporting documents.
- Institutional errors by TCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Administrative difficulties with internships, placements or practicum's involving the single enrollment of a student—with supporting material from placement official.
- Students recalled in support of 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.

Tuition appeals will not be approved in the following instances:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the TCC Catalog, TCC Student Handbook, or TCC Schedule of Classes.
- Dissatisfaction with course content. Issues concerning academic instruction must be addressed with the appropriate Academic Dean.
- Dissatisfaction with academic progress in course.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail due to obsolete address on file with the Enrollment Services/Records Office.
- Notification of domicile status after the refund period.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class. (i.e...work schedule/hours changed; lack of child care; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified. Change of Domicile Status

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

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Charges

You are expected to pay charges for any property (such as laboratory or shop equipment, supplies, library books and materials) that you damage or lose. For more information, see *Services Denied for Debt*.

Other Expenses

You may be required to pay facilities use and equipment fees for physical education instruction held in specialized facilities or requiring special equipment. You may also have to pay transportation, admission, and other expenses related to field trips.

Policy on Delinquent Accounts

Students who incur a debt (delinquent account) with the college must satisfy that debt to remain in good standing with the college. The college will follow procedures provided by the State CAPP Manual, the Virginia Community College System's Policy and Procedures Manual, and the TCC Accounting Policy Manual in pursuit of all delinquent accounts.

When a dishonored check or credit card charge back is returned to the college, as noted in the *TCC Catalog*, the person will automatically be removed from all affected classes.

Notice of this action will be sent by U.S. Mail to the student. A period of five (5) working days will be allowed to satisfy the financial obligation including a \$20.00 bad check charge for dishonored checks. At 30 days past due, all delinquent accounts will be assessed a collection fee equal to 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. To be eligible to attend classes, the student must register again prior to the last day to add or change classes as noted in the *TCC Catalog* by presentation of a certified check, money order, MasterCard or Visa, or cash.

Services Denied for Debt

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