

PROCEDURE

Number: 9.2.6.1
Related Policy: 9.2.6
Title: Curriculum Tuition Schedule
Responsibility: President

Original Approval Date: 03-19-1997
Last Cabinet Review: 01-16-2008
Last Revision: 01-16-2008

President

Upon review and approval by the Area Commission, the approved tuition fees will become effective at the beginning of the next semester/term unless stated otherwise by the Area Commission. The Area Commission is not required to review the institutional tuition fee schedule until a recommendation is brought forward by the President to adjust tuition fees. After approval of the recommended tuition fee adjustments by the Area Commission, the Vice President for Business Affairs will do the following:

- A. Direct the appropriate employee to amend the computerized fee calculations accordingly. A copy of the minutes of the Area Commission meeting in which approval for tuition fee adjustments was made will be filed in the Student Financial Services Office for documentation.
- B. Direct the Associate Vice President for Student Affairs and/or the Vice President for Workforce Development and Continuing Education to develop and administer the appropriate process for notifying students of the change and to amend the appropriate brochures, catalogs and other student information documents to reflect the tuition fee adjustments.
- C. Notify the appropriate person at the System Office of the amount and timing of the tuition increase to ensure the College is in compliance with the SC State Board for Technical and Comprehensive Education's Maximum Tuition Guidelines.

The President will be responsible for officially notifying the faculty and staff of the tuition fee adjustments and the effective date.