

## Tuition Policy

### 1. Procedure for Adoption of Revisions to Tuition/Fee Schedule and for Adoption of Overall College Budget

- a. Public Hearing. Prior to adoption of a revision to the college's tuition or fee schedule, or prior to delivery of the overall college budget to the Board of School Estimate pursuant to N.J.S.A. 18A:64A-17, the Board of Trustees shall conduct a public hearing so that an opportunity to be heard will be afforded those members of the college community wishing to address the proposed tuition/fee revisions or budget. The public hearing may be scheduled to occur during a previously scheduled public meeting of the Board of Trustees.
- b. Notice. Not less than seven (7) days in advance of any public hearing scheduled under subsection (a), the recording secretary of the Board shall give notice of the hearing in the following manner:
  - i by posting notice of public hearing in the same campus location used for posting notices of meetings of the Board of Trustees;
  - ii by publication of notice in the Youngtown Edition, or in the event that the Youngtown Edition is not published, by posting notice in the Student Center, Sherman H. Masten Learning Resource Center, and the academic buildings;
  - iii by publication of notice in the CCMemo; and
  - iv by mailing or delivering written notice to each bargaining unit representative and to the President of the Student Association.

### 2. Schedule of Tuition and Fees

The current college tuition and fee rates applicable to full- and part-time students are set forth on Schedule A. To recover costs not paid for by the student's county of residence, out-of-county students not enrolled under Chargeback certification, and out-of-state students, are required to pay the applicable Differential Fee listed on Schedule A in addition to tuition. Tuition/fees are charged on a per credit basis.

### 3. College Fee

For non-academic services, the college shall charge a semester College Fee on a per credit basis.

4. Senior Citizen Tuition Rate (NJSA 18A:62-3)

Persons presenting proof of age 65 or more at the time of payment will be permitted to enroll in regularly scheduled credit and non-credit courses at reduced tuition rates listed on Schedule A and without payment of application or college fees. Senior Citizens will be required to pay all laboratory fees, late fees and other fees listed on Schedule A.

5. National Guard Tuition Waiver (NJSA 18A:71-97)

Members of the New Jersey National Guard and their surviving spouses and children will be permitted to enroll in regularly scheduled credit courses (not to exceed 15 credits per semester) and non-credit courses without payment of any tuition charges provided that the student is enrolled in academic good standing (as detailed in the College Catalog), the student has filed an application form for Federal Student Aid and has presented the appropriate documentation to the Counseling Office to obtain the CCM National Guard Form. Students enrolled under a New Jersey Guard tuition waiver will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

6. Volunteer Fire and Rescue Waiver (NJSA 18A:71-78)

Members of volunteer fire and rescue squads in New Jersey and their spouses and dependent children will be permitted to enroll in regularly scheduled credit courses and entitled to waiver of tuition payment (up to \$600 per academic year collectively) provided that a 2.0 grade point average is maintained, signed a written agreement with their municipality to four more years of service, and has presented a signed and raised, sealed VTC-5 form to the Admissions Office to obtain the CCM Tuition Free Program Form. Students enrolled under the Volunteer Fire and Rescue tuition waiver will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

7. Tuition Waiver for Eligible Participants in Job Training Programs (NJSA 18A:64-13.2)

- a. Eligibility. Persons seeking to enroll under the Job Training Program shall sign a statement prepared by the New Jersey Department of Labor, Division of Employment Services (verifying their past presence in the labor market for at least two years, their unemployed status or receipt of layoff notice). Proof of eligibility must be dated no earlier than 30 days prior to the course registration day for the semester in which the job training course is to be taken. Unemployed students utilizing their tuition waiver may not register until the first day of the semester. For purpose of determining eligibility, presence in the labor market for at least two years shall be defined as either full-time employment or active pursuit of full-time employment or a combination thereof extending over at least a two-

year period. The college reserves the right to require further proof of eligibility as it deems it necessary.

Any individual participating in the Job Training Program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

Out of county residents must document that the course is not offered in their county by providing an Inability to Admit Form from their county of residence.

In order to remain eligible for participation in the Job Training Program, the student shall be required to maintain academic good standing in the job training course in which he/she is enrolled.

- b. Financial Aid Application Required. To determine possible eligibility for financial aid, persons seeking to enroll in the Job Training Program must complete the form designated Free Application for Financial Student Assistance. The individual is responsible for completing the form and providing the college with all information necessary to determine possible financial aid eligibility. Financial aid shall include both State and Federal sources of aid including grants, scholarships and any other sources of financial aid available to the college's general student population but shall not include loans.
  - c. Tuition Waiver. Persons eligible to participate in the Job Training Program shall be entitled to waiver of payment of that portion of tuition for the program which is not covered by financial aid. Students enrolled under the Job Training Program will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver subsequently to any registration that was previously paid.
  - d. Documentation. Students must provide the appropriate documentation to the Admissions Office to obtain the CCM Tuition Free Program Form.
8. Payment of Tuition/Fees
- a. Students must make payment in full of all tuition charges and other mandatory fees by the due date publicized to avoid a late fee and/or cancellation of schedule.
  - b. Method of Payment. Payments can be made by cash, check, debit and all major credit cards.
  - c. Registration Voided. Registration is not complete until the entire semester bill is paid. Failure to pay the semester bill when due, will result in the voiding of the student's registration.

- d. Withholding Grade, Diploma and Transcript. Grade reports, diplomas and transcripts will not be released until the student's account balance is brought current.

9. Tuition Refund Upon Withdrawal

Students withdrawing from a class or the college will be subject to withdrawal fees as listed on Schedule A. A full refund (100%) of tuition, college fees, course fees, and technology fees will be made to students filing the proper withdrawal form with the Office of Records and Registration prior to the first day of the semester. A seventy-five percent (75%) tuition only refund will be made to students filing the proper withdrawal paperwork with the Division of Student Development and Enrollment Management during the first five days of the semester excluding Saturdays, Sundays and holidays. A fifty percent (50%) tuition refund will be made to students filing the proper withdrawal paperwork with the Division of Student Development and Enrollment Management during the second five days of the semester excluding Saturdays, Sundays and holidays. No refund will be made for withdrawals after the census day of the semester as published in the course credit schedule. Refunds for academic sessions or academic terms that meet less than sixteen (16) weeks will be based upon prorated withdrawal periods as published in the course credit schedule.

10. Chargeback

The Chargeback to a sending county for attendance of non-resident students admitted pursuant to Administrative Code NJAC 9:4-1.5 shall be determined in accordance with said code and with the Guidelines for Determining Chargeback Eligibility recommended by the Council of County Colleges.

11. Residency

Only permanent residents of Morris County are entitled to the lower in-county tuition rate. All others must pay the additional out-of-county or out-of-state differential rates listed on Schedule A. A student seeking to establish permanent residency in Morris County and eligibility for the in-county tuition rate, must do so before the first day of classes of the new semester by submitting the following documents to the Office of Student Development and Enrollment Management.

Evidence of Residency

- i A notarized affidavit by the student stating his/her residence; AND
- ii One of the following:
  - a. Current lease or deed
  - b. Recent property tax or water bill
  - c. Where none of the verifying documents listed in (a) or (b) are available, a notarized affidavit shall set forth the place and commencement date of

permanent residence, relationship to the owner of the property, and the term of any lease.

- iii Valid New Jersey motor vehicle license, motor vehicle registration, voter's registration or state-issued I.D. card.
- iv Two pieces of current business mail sent from an address other than the college to the student at the Morris County address.
- v A student under 23 years old, claiming himself/herself for tax purposes, and not living with his/her parents or guardian must submit:
  - a. A copy of their most recent New Jersey income tax form
  - b. A copy of their parent's/guardian's most recent New Jersey income tax form
- vi International students must demonstrate that they have lived in-state, had their permanent residency status or eligible VISA status for one year.

A decision regarding residency status will not be made until satisfactory evidence of residency has been submitted. Persons residing in New Jersey for a period of 12 months prior to initial enrollment are presumed to be New Jersey residents for tuition purposes. A dependent matriculated student who has been determined to be a New Jersey resident shall continue to be eligible for the in-state tuition rate despite a change of domicile to another state by the student's supporting parent(s) or guardian(s) provided that the student maintains New Jersey residency during each academic year of enrollment. To qualify for the in-county tuition rate, a student must be a New Jersey resident and must have established permanent residency in Morris County for one day before enrolling at the college, as documented in the manner required above. Out-of-state residents moving into a county other than Morris County will continue to be charged the out-of-state tuition rate rather than the lower out-of-county tuition rate, for one year and then may submit the above required documents to establish New Jersey residency.

United States military personnel and their dependents who are living in New Jersey and enrolled at the college shall be regarded as residents of New Jersey for the purpose of determining tuition.

Residence established solely for the purpose of paying the lower in-state or in-county tuition rate will not be considered as fulfilling the residency requirements.

Exception:

Morris County entities contracting with the college to provide specific courses may be charged in-county rates regardless of their employee's residency.