

ADOPTION OF REVISIONS TO TUITION/FEE SCHEDULE AND ADOPTION OF OVERALL COLLEGE BUDGET

1. Procedure

- 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.
 - i. 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 on the Titan TV displays across campus;
 - iii. By publication of notice in the CCMemo; and
 - iv. By emailing 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. Students shall be charged Tuition/fees on a per credit basis, in accordance with their residency status.

The College's tuition and fee schedule set forth on Schedule A shall also be published on CCM's website.

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 (N.J.S.A. 18A:62-3)

Persons presenting proof of age 65 or older 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, provided that available classroom space permits and that tuition-paying-students constitute the minimum number required for the course. Senior Citizens will be required to pay all laboratory fees, late fees and other fees listed on Schedule A. The Senior Citizen Tuition Rate does not apply to repeated courses.

5. National Guard Tuition Waiver (N.J.S.A. 18A:62-24)

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 16 credits per semester) and non-credit courses without payment of any tuition charges provided that:

- i. The member has completed Initial Active Duty Training and is in good standing as an active member of the New Jersey National Guard;
- ii. The member and/or their surviving spouses and children have been accepted to pursue a course of study at CCM and is enrolled as a student in good academic standing (as detailed in the College Catalog);
- iii. The student has filed an application form for Federal Student Aid, and has applied for all available State student grants and scholarships for which the member is eligible;
- iv. The member has applied for tuition benefits available through the United States Department of Veterans Affairs for which the member is eligible under the "Post-9/11 Veterans Educational Assistance Act of 2008," except that such application will not be required in the case of a tuition benefit transfer by the member as permitted by federal law; and
- v. The member 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 (N.J.S.A. 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, not to exceed a maximum of \$2,400 over a four-year service period) provided that:

- i. Classroom space is available;
- ii. Tuition paying students constitute the minimum number required for the course;
- iii. The volunteer has signed a written agreement with their municipality to serve for a minimum of four years of service; and
- iv. Has presented a signed and validated VTC-5 form with a raised seal 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 (N.J.S.A. 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 shall be able to enroll on a “space available basis” and 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. The College shall first apply financial aid to the student's account and then waive the balance of any tuition and fee charges not supported through federal or state financial assistance.

- 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 that 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.
- e. Students participating in this program must maintain a passing grade in accordance with the College's Satisfactory Academic Progress Standards. Repeated courses shall not be eligible for a tuition waiver through this program.

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. The student shall not be permitted to register for subsequent semesters until satisfactory payment arrangements have been made with the Finance Office.

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 Dean of Students 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 Dean of Students 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 fifteen (15) weeks will be based upon prorated withdrawal periods as published in the course credit schedule.

A request for an exception to the Tuition Refund policy must be made to the Dean of Students. To apply for a tuition appeal, the student first needs to be withdrawn from their class(es) or have a final grade in their class(es). **Withdrawing does not guarantee that the appeal will be approved.** Any student wishing to appeal a tuition and fee matter shall submit either an Extenuating Circumstance documentation form or a College Error form, listed on the College website, to the Dean of Students.

Refund requests must be received within the fiscal year that the class occurred for which a refund is requested. The College's fiscal year is from July 1 through June 30.

10. Chargeback

The Chargeback to a sending county for attendance of non-resident students admitted pursuant to N.J.S.A. 18A:64A-23 shall be determined in accordance with said statute and with any regulations issued by the Commission on Higher Education and the Guidelines for Determining Chargeback Eligibility recommended by the Council of County Colleges.

11. Residency (N.J.S.A. 18A:62-4 and 18A:64-4.4)

Only residents who maintain a permanent domicile in Morris County for at least 90 days prior to initial registration 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 census date as published in the course credit schedule of any term by submitting the following documents to the Office of Records and Registration.

A decision regarding residency status will not be made until satisfactory evidence of residency has been submitted (evidence required below). Students must be domiciled in the State of New Jersey to qualify for in-county tuition, defined as the place where the student has their true, fixed, and permanent home that they intend to return to when absent. 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. Conversely, persons residing in New Jersey for less than 12 months before enrollment are presumed not to be domiciled in New Jersey for tuition purposes. A student must have permanent residency in the county or counties sponsoring the County College of Morris before enrolling in the College, requiring documentation via certificate of residence or other materials deemed necessary (see Demonstrating Domicile below).

Dependent students are presumed to be domiciled in the state in which their parent(s) or legal guardian(s) is domiciled. Dependent students whose parent(s) or legal guardian(s) is not domiciled in New Jersey are presumed to be in the State for the temporary purpose of obtaining an education and presumed not to be domiciled in New Jersey. A dependent student who has been determined to be eligible for State resident tuition shall continue to be eligible despite a change of domicile to another state by the student's supporting parent(s) or legal guardian(s), provided that the student continues to reside in New Jersey during each academic year of enrollment.

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.

Demonstrating Domicile:

Persons presumed not to be domiciled in New Jersey or persons presumed to be domiciled but whose status is challenged by the County College of Morris may demonstrate domicile by providing:

1. Copies of the student's New Jersey income tax return or evidence of withholding of New Jersey income tax, and/or copies of the parent's(s') or legal guardian's(s') income tax return or evidence of withholding of income tax.
2. Evidence of ownership of or a long-term lease on a permanent residence in this State by the student or the student's parent(s) or legal guardian(s).
 - (a) The County College of Morris may require supplementary evidence of being domiciled in New Jersey, and may request one of the following:
 1. A New Jersey driver's license;
 2. A New Jersey motor vehicle registration;
 3. A New Jersey voter registration card;
 4. A sworn, notarized statement from the student and/or their parent(s) or legal guardian(s) declaring domicile in New Jersey;
 5. Any other supplementary evidence that the institution deems necessary to support the student's claim of domicile in New Jersey, including, but not limited to, evidence regarding the domicile of a student's parent(s) or legal guardian(s) for students whose domicile is determined by the institution to be with their parent(s) or legal guardian(s).

(b) If primary evidence of domicile is not available due to the loss or destruction of records or other unusual circumstances, the institution may make a determination based exclusively on supplementary evidence.

Permanent Residency Visas:

Students who are not U.S. citizens but have Permanent Residency Visas (Green Cards) will be assessed tuition in accordance with their current address.

Resident on a Non-Immigrant Visa (E, J, H, and L):

International students in the United States under a valid visa may enroll in classes at the County College of Morris. These students will be assessed tuition equivalent to the Out-of-State tuition rate. **CCM has suspended all F-1 international admissions.**

Eligibility of Undocumented Immigrants to Receive In-County Tuition:

Unless contravened by law or statute, undocumented immigrants shall be eligible to pay in-county tuition at County College of Morris if the student attended high school in New Jersey for three or more years, or graduated from high school in New Jersey, or received the equivalent of a high school diploma in the State. In addition to these requirements, a student must have permanent residency in the county or counties sponsoring the County College of Morris before enrolling in the College, requiring documentation via certificate of residence or other materials deemed necessary. (see Demonstrating Domicile).

In the case of a person without lawful immigration status, the student must file an affidavit with the County College of Morris stating that he or she has filed an application to legalize their immigration status or will file an application as soon as they are eligible to do so.

(a) Students who are required to file an affidavit as described above shall be able to obtain the affidavit from the County College of Morris's website, catalogue, and/or student handbook.

(b) Information obtained in the implementation of this section shall remain confidential.

Reconsideration of Residency Determination:

A student who disagrees with the college's initial determination of domicile shall be entitled to file a request for reconsideration. The college has provided the appropriate official documents and the procedures for filing such a request. An administrator who did not participate in the initial determination of domicile shall act on the reconsideration request.

A student may request reconsideration of domiciliary status at any time if the student's circumstances have changed. If a request for reconsideration results in eligibility for in-county tuition, the in-county rate shall not be retroactive but shall apply to charges for the next academic term.

The College's determination of a student's domicile is final.