



NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS

Title	REGULATIONS ON TUITION, FEES AND SERVICE CHARGES
Authority	Chancellor
History	Effective July 1, 2007; revised December 14, 2010
Legal Reference	BOT Policy on Tuition, Fees and Service Charges; BOG 1000.1.1 Establishing Tuition and Fees
Additional References	GS 116-11(7), 116-143; NC Const. Art IX, Sec. 9
Responsible Offices	Chancellor, Vice Chancellor for Finance and Operations
Classification	6810

1. PURPOSE

1.1. To implement Board of Trustees and Board of Governors policies concerning tuition, fees and service charges. Unlike other constituent institutions of The University of North Carolina, NCSSM does not charge tuition or mandatory fees. The establishment and collection of service charges is permitted as follows.

2. REGULATIONS

2.1. Tuition and fees prohibited. NCSSM does not charge tuition or mandatory fees for application to or enrollment at the school. No department or division may impose a mandatory fee.

2.2. Service charges permitted. Service charges are not fees but are individualized charges for student-incurred obligations. The Chancellor is authorized to approve miscellaneous service charges for (1) such items as transcripts, diplomas, caps and gowns, special examinations, late registrations, pay-per-use services, and replacement of ID cards, books, and equipment; (2) field trips and activities which enhance the academic experience, and (3) replacement, labor and material necessary to remediate loss of or damage to state property.

2.3. Billing and Collection. Service charges due to NCSSM or the State of North Carolina shall be billed and collected in accordance with the NCSSM procedure on Student Financial Obligations ([hyperlink](#)). Departments and employees are expected to follow all guidelines on receipting monies.

2.4. Schedule of Service Charges. By November 1st of each year, each department shall transmit a list of requested service charges via the respective Vice Chancellor to the Vice Chancellor for Finance and Operations, who shall prepare a draft schedule of proposed service charges that will be effective for the next fiscal year. The Chancellor may approve, modify or disapprove proposed charges from a zero-based budgeting perspective, taking into account existing operating methods and ensuring that operations are performed in a cost-effective manner.

2.5. Transmittal of Service Charges. A schedule of service charges shall be approved by the President prior to the beginning of each school year.

3. **Modification:** These guidelines may be amended by the Chancellor, subject to approval by the President.