

**Tuition and Fees  
Policy and Procedures**

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# Tuition and Fees Policy and Procedures

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## I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to providing an affordable, quality educational experience. The College adheres to fair and equitable practices consistent with state laws and regulations when establishing tuition, fees, and refund procedures.

This Policy and Procedures establishes criteria for tuition and fees.

## II. Definitions for the Purpose of this Policy and Procedures

- A. **“Deferred Payment Plan”** refers to an agreement between a student and a third-party vendor which allows for the payment of tuition and fees to be made in monthly installments.
- B. **“Drop Zone”** refers to specific dates throughout the credit registration cycle when students are dropped for non-payment of tuition and fees. Students must have paid tuition and fees in full, have enough financial aid to cover tuition/fees, or be enrolled in the deferred payment plan to avoid the drop zone.
- C. **“Financial Obligation”** refers to outstanding charges owed to the College.
- D. **“Residency”** refers to a student’s domicile at the time of application. (See related [Determination of Residency for Tuition Purposes Policy and Procedures](#)).
- E. **“Workdays”** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

## III. Responsible Senior Leader

Vice President for Finance

Finance Office

## IV. Entities Affected by this Policy and Procedures

FCC students, employees, and emeritus and distinguished

Seniors

## V. Tuition and Fees

### A. Credit Classes

Credit tuition rates are approved annually by the Board of Trustees. Rates are based on one of the following three residency classifications: in-county, out-of-county, or out-of-state. Tuition rates for credit classes are listed in the Credit Schedule, in the Academic Catalog, and on the College website at [www.frederick.edu](http://www.frederick.edu). Tuition for credit classes is assessed on a per credit hour basis.

Many students are eligible to receive In-County or Out-of-County tuition rates regardless of citizenship status. However, students who select “Non US Citizen” on the application form will automatically be coded at Out of State tuition rates. Students may

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still be eligible for lower tuition rates and should refer to the [Determination of Residency for Tuition Purposes Policy and Procedures](#) for more information on how to qualify for a reduced tuition rate.

Students are also charged a consolidated service fee and a student activity fee. Fee rates are approved annually by the Board of Trustees. Fee rates for credit classes are listed in the Credit Schedule, in the Academic Catalog, and on the College website at [www.frederick.edu](http://www.frederick.edu).

Some credit classes may require the purchase of additional materials and/or fees associated with the class. Please review the [Credit Schedule](#) for more information.

### **B. Non-Credit Continuing Education and Workforce Development**

The tuition and class fees for non-credit Continuing Education and Workforce Development (CEWD) classes are set and approved on a per class basis by the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development and/or Associate Vice President for CEWD. Students should check the online registration system (<https://frederick.edu/QuickEnroll>) for the most current rates or check the CEWD [Class Schedule](#). A non-refundable registration fee is charged annually for all students.

The College reserves the right to adjust the tuition and fees without prior notification.

Out-of-county and Out-of-state residents will be charged an additional fee per class.

### **C. Contract Courses**

FCC works in conjunction with some local and federal agencies, third party organizations and other institutions within the state of Maryland to provide both credit and non-credit courses at an agreed upon price.

## **VI. Payment Options**

### **A. Credit Classes**

Students may pay in person by cash, money orders, check, all major credit cards, or debit cards (used as credit only) by going to Student Accounts located within the Enrollment Center on the first floor of Jefferson Hall. Students may also make payments or enroll in the deferred payment plan through [myFCC](#) and selecting campus finances/make a payment.

For a minimal fee, the deferred payment plan allows students to pay their tuition and fees in monthly installments. Payments will automatically be charged to either a checking/savings account or major credit card.

All tuition and fees for credit classes must be paid by the deadlines published in the [Credit Schedule](#). Exceptions are: amounts awarded by financial aid; payment arrangements submitted by a third party and approved by Student Finance; and enrollment in the deferred payment plan. If full payment is not made by the established deadline within the Drop Zone, some or all class(es) will be dropped to reconcile student account charges against payments. Students will be notified of drops via their myFCC email account with an updated student account invoice

See the [Credit Schedule](#) for specific payment information and deadlines.

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### **B. Non-Credit Continuing Education and Workforce Development**

Full payment for non-credit CEWD class(es) is required at the time of registration. Exceptions are reimbursement approved and submitted by a third party, scholarships, or payment plan eligibility.

Students who register online must make full payment at the time of registration using a major credit or debit card (<https://frederick.edu/QuickEnroll>).

Students who register in person must make full payment by cash, check, major credit card, or debit card (used as credit only) by going to CEWD Registration located within the Enrollment Center on the first floor of Jefferson Hall. Specific classes may be eligible for the deferred payment plan. See class details for registration/payment guidelines in the CEWD Class Schedule.

## **VII. Tuition Waivers and Tuition Adjustment**

Tuition waivers must be requested in person (with the exception of senior citizens) and may be granted to certain individuals in accordance with state law and state regulations. Fees other than tuition must be paid in full prior to the payment deadline.

### **A. Persons 60 years or Older**

#### Credit Classes:

Maryland residents 60 years or older may be eligible for an automatic tuition waiver. To qualify for the tuition waiver, students must wait to enroll until the specified date listed in the Credit Schedule, which is approximately three weeks prior to the start of the term, and be at least 60 years of age by the day the class begins.

Students will be responsible for all fees associated with the class and must pay in full by the specific due dates, failure to pay in full will result in being dropped from class(es). See the Credit Schedule for the eligible registration date and payment information and deadlines.

Students are not permitted to register/drop and re-register for the same class to hold a seat and avoid paying full tuition.

#### CEWD Classes:

All Maryland students 60 years or older receive a waiver of non-credit CEWD class tuition for eligible classes as specified in the CEWD Class Schedule. This includes only classes that are eligible for state aid, based on Section 16-305 of the Education Article, Annotated Code of Maryland. Students 60 years or older are required to pay all fees associated with classes at the time of registration.

### **B. SSI or SSDI Waiver**

Any resident of the State who is out of the work force by reason of total and permanent disability who enrolls in a class that has at least 10 regularly enrolled students is exempt from payment of tuition as defined in Section 16-106, Education Article, Annotated Code of Maryland.

An individual shall obtain certification of their total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management annually.

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Students who receive SSI or SSDI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

This waiver will cover up to 12 credits per semester if the student is enrolled in classes as part of a degree or certificate program designed to lead to employment, or six (6) credits per semester for a student not enrolled in a degree or certificate program.

Eligible students must request the waiver every time they enroll and file an annual Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov). The tuition waiver applies to any balance on tuition after any grants and scholarships a student received have been applied to their tuition and fees.

Tuition waivers for non-credit CEWD classes are applied when the class is FTE eligible and has a workforce intent. Waivers are considered class by class as designated in the CEWD schedule. No class fees, books or supplies are covered by the waiver and must be paid by the individual if not covered by Financial Aid or other sources of assistance. Students who are only enrolling in CEWD, non-credit classes do not need to apply for federal financial aid.

### **C. Veterans and Members of the Armed Forces**

Please refer to the [Determination of Residency for Tuition Purposes Policy and Procedures](#) for definitions and residency classifications.

### **D. Maryland National Guard**

Members of the Maryland National Guard who are certified by the Maryland Adjutant General to have at least 24 months remaining to serve or have agreed in writing to serve for a minimum of 24 months are entitled to a waiver of 50% of the in-county tuition charged for classes offered by the College, regardless of class size, location and number of semester hours the students are taking. Eligible students shall be charged in-county tuition rates, regardless of their place of residency. The waiver does not apply to fees. Students must present a letter from the Maryland National Guard proving membership and length of service remaining.

Members of the Maryland National Guard who joined or subsequently served to provide a Critical Military Occupational Skill or who serve as a member of the Air Force Critical Specialty Code are charged in-county tuition regardless of their place of residence.

### **E. Health Manpower Shortage**

The Maryland Higher Education Commission designates certain Maryland public community college programs as Health Manpower Shortage Programs. Students who are Maryland residents may enroll in a designated Health Manpower Shortage Program at any Maryland public community college in the State at in-county tuition and fees regardless of their county of residence based upon funding. Please refer to the [Academic Catalog](#) for eligible programs.

### **F. Mid-Maryland Allied Healthcare Education Consortium**

Frederick, Carroll, and Howard Community Colleges participate in the Mid-Maryland Allied Healthcare Education Consortium. The Consortium allows residents of all three counties to enroll in eligible clinical coursework at any of the three colleges at in-county tuition rates. Please refer to the [Academic Catalog](#) for eligible programs.

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## G. Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education Commission as statewide. Maryland residents may enroll in these specialized programs and receive all, or a portion of, the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence. Please refer to the [Academic Catalog](#) for eligible programs.

## H. Out-of-County/Out-of-State Students Employed by Business Entities in Maryland

Credit Classes:

Out-of-county or out-of-state students employed by entities within Frederick County that offer an employee tuition reimbursement program may be eligible for in-county tuition, regardless of the student's legal domicile. The student must provide verification of participation by the employer in the tuition reimbursement program and of current employment from the Human Resources Office of their employer. The employee may be asked to provide proof of current employment such as a paystub or staff ID card.

CEWD Classes:

An employer doing business in Maryland may enter into an agreement with the College whereby their eligible employees who participate in workforce training at FCC may be eligible for in-state tuition rates.

## I. Foster Care Recipients

Individuals who meet the following criteria are eligible to apply for the Maryland Tuition Waiver for Foster Care Recipients. Eligible individuals are exempt from paying tuition and mandatory fees. To be eligible, students must:

1. Complete and file a Free Application for Federal Student Aid (FAFSA) each year for which they are seeking a tuition waiver.
2. Have been placed in an out-of-home placement by the Maryland Department of Human Resources and either:
  - a. Reside in an out of home placement in Maryland at the time they graduated from high school or successfully completed a general equivalency development examination (GED), or
  - b. Reside in an out-of-home placement on the individual's 18th birthday, or
  - c. Reside in an out-of-home placement on their 13<sup>th</sup> birthday and was placed into guardianship or adopted out of an out-of-home placement after their 13<sup>th</sup> birthday; or
  - d. Be the younger sibling of a child who meets the qualifications stated in either a. or b. above and was placed into guardianship or adopted concurrently out of an out-of-home placement by the same guardianship or adoptive family; or
  - e. Resided in an out-of-home placement in the state for at least one (1) year on or after the individual's 13<sup>th</sup> birthday and returned to live with the individual's parents after the out-of-home placement ended.

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3. Enroll in a certificate/license credit and/or noncredit vocational program or as a degree-seeking student on or before age 25.
4. Continue to be exempt from paying tuition and fees until five (5) years after first enrolling as a candidate for an associate degree or vocational certificate.
5. Maintain satisfactory academic progress standards to remain eligible for the program.

### **J. Unaccompanied Homeless Youth**

The Maryland Tuition Waiver for Unaccompanied Homeless Youth is available to unaccompanied homeless youth. Eligible individuals are exempt from paying tuition and mandatory fees. To be eligible, students must:

1. Be declared as an unaccompanied homeless youth who is not in the physical custody of a parent or guardian and be a homeless child or youth as defined by the McKinney-Vento Homeless Assistant Act.
2. Complete and file a Free Application for Federal Student Aid (FAFSA) each year for which they are seeking a tuition waiver.
3. Enroll in a credit or non-credit vocational certificate program or as a degree-seeking student on or before age 25.
4. Continue to be exempt from paying tuition and fees until five (5) years after first enrolling as a candidate for an associate degree or vocational certificate.
5. Maintain satisfactory academic progress standards to remain eligible for the program.

### **K. Maryland Dream Act, Delayed Action Child Arrival (DACA) and Temporary Protected Status (TPS)**

Students who are in the category of “Deferred Action Childhood Arrivals” (DACA), or “Temporary Protected Status” (TPS) are eligible to establish in-state/in-county residency for tuition purposes. Please refer to the [Determination of Residency for Tuition Purposes Policy and Procedures](#).

In-county residency status for eligible “International/Foreign National Students” must meet the same three (3) months requirements and proof of residency documents as all other students.

Further information can be found at <https://www.frederick.edu/credit-admissions/dream-act.aspx>.

### **L. Eligible FCC Employees**

Some FCC employees and their family members are eligible for tuition waivers. Please refer to the [Employee Handbook](#) for detailed information.

### **M. Dual Enrollment High School Aged**

#### Open Campus Enrollment

Students sixteen years of age or older may enroll in college courses held at FCC while concurrently enrolled in high school studies. This includes Frederick County students enrolled in public, private and home schooled. Students pay 75% of tuition plus all fees.

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Tuition is waived for Frederick County Public School (FCPS) students who are eligible for free and reduced meals. Students should seek guidance approval, complete the following form and return it to Student Accounts located within the Enrollment Center on the first floor of Jefferson Hall to receive the waiver.

For FCPS Students: <https://www.frederick.edu/credit-admissions/downloads/registration-forms/applicationfordualenrollment.aspx>

Home School/Private School Students: <https://www.frederick.edu/credit-admissions/downloads/registration-forms/frederickcountyresidentsreducedtuitionform.aspx>

### High School Based Enrollment

The College, in partnership with FCPS, provides FCPS students the opportunity to enroll in college courses that are taught at their high school. FCPS students pay 43% of tuition. Tuition is waived for FCPS students who are eligible for free and reduced meals. Students must contact their high school guidance office to enroll.

### **N. Parent/Guardian of a deaf or hard of hearing child**

Per the guidelines outlined in Section 15-106.10 of the Education Article, Maryland Annotated Code, a parent or legal guardian may take one course tuition free, that teaches a language or a communication mode of instruction. Fees still apply. Proof of eligibility is required. Please contact [admissions@frederick.edu](mailto:admissions@frederick.edu) for more information.

## **VIII. Financial Obligations**

Students are individually responsible for the payment of tuition, fees and all other charges at FCC. If a third party such as, but not limited to, a federal, state, or municipal governmental agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, the College reserves the right to bill students directly.

**Credit students** with an unpaid balance of \$250 or less on their student account will be allowed to register for classes if the student settles the balance on the student account one workday prior to start date of the session in which they wish to enroll for the next semester. Failure to pay in full by agreed date will result in the student being dropped from all classes for which they were allowed to register.

Students with an unpaid balance greater than \$250 must either pay the balance on the student account or enter into an installment plan prior to the current session start date for which they wish to register. The installment plan must be in effect at least one workday prior to the session start date for which they wish to register with at least one installment payment made.

Students with a delinquent balance from a previous semester will be dropped from future enrollment on the applicable Drop Zone date.

In the event financial aid is awarded and later removed, causing a balance to be reinstated, the collection process will begin with a first past due notice.

**Official Transcripts and diplomas are withheld, and the student will be blocked from enrollment until all obligations are satisfied.**



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Veterans: As part of the Veterans Benefits and Transition Act of 2018, the College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from the Department of Veteran Affairs under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

**CEWD students** must address all outstanding financial obligations to the College prior to registering for either credit or CEWD classes. CEWD students registering through the online registration system (<https://frederick.edu/QuickEnroll>) will be notified of an outstanding financial obligation and will be required to discuss repayment options with the Student Accounts office located in the Enrollment Center on the first floor of Jefferson hall, and to receive permission to register. When students have an outstanding financial obligation to the College, the procedure will be:

- A. A financial obligation indicator is placed on the student's account at 30 days past due. Past due notices are sent to the address on record with the College.
- B. Accounts greater than 120 days past due will be sent to a collection agency and will be assessed a 17% collection fee.
- C. Once past due accounts have been sent to a collection agency the students must, at that time, satisfy the debt with the agency and not FCC.
- D. Once the outstanding financial obligation is paid in full, all financial obligation indicators will be removed and any negative impact to student accounts will be lifted.
- E. Registration will be permitted for students registering into CEWD contract training courses whereby payment is received by a third party. FCC Collections department will be notified of the enrollment and contact the student in an attempt to resolve the debt.

**Official Transcripts and diplomas are withheld, and the student will be blocked from enrollment until all obligations are satisfied.**

### IX. Tuition and Fees Refund and Returns

#### A. Refund for Credit Classes

To obtain a refund of tuition and fees students must first [withdraw](#) from classes based on the published dates available in the [Credit Schedule](#). Refunds are either at 100%, 50%, or withdrawal without a refund. Refunds will automatically be calculated from the date of the withdrawal. Refunds are based on sessions, each session has its own distinct timeline. Refer to the Academic Calendar within the Credit Schedule for the specific last day for 100% and last day for 50% refund dates for each session. All withdrawals from class(es) that are initiated prior to the class beginning, will be granted 100% tuition and fees refund.

Refunds will be processed as follows:

1. No cash refunds will be issued.

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2. Payments made by cash/check will be refunded through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.
3. Credit card refunds will go back to the original credit card used to pay.
4. Financial Aid will be disbursed to the students account. Once tuition, fees and books have been paid to the College any remaining funds will be processed within 14 days through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.
5. When the student is withdrawn due to disciplinary action after the refund period, the College makes no refund of any kind. Financial consequences related to interim suspensions, suspensions, or expulsions are the responsibility of the student ([Code of Student Conduct](#)). For other student withdrawals, students may follow the Appeal for Credit Tuition and Fees Refund/Tuition Refund Committee (Section X) portion of this policy.

### **B. Refund for Non-Credit Continuing Education Workforce Development Classes**

#### 1. Cancellations

All students will be refunded 100% of class tuition and fees if a class is cancelled by the College.

#### 2. Drop Request Within Full Refund Period

Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least two (2) workdays before the beginning date of the class, except for the Summer Kids on Campus/Teens on Campus classes. These classes require students to drop by close of business the Monday prior to the start date of the class being dropped. Classes with a different full refund period will be noted in the shopping cart upon check-out.

#### 3. Transfer of Funds

Students whose class has been cancelled or are electing to drop within the full refund period, may choose to transfer their funds toward an alternate class by noting the class on the CEWD Class Drop/Transfer Request form. Students will be responsible for cost differences or be refunded cost difference, as applicable.

#### 4. Refund Request Outside of Full Refund Period

Students requesting a refund for a drop outside of the full refund period must make the request in writing to the Associate Vice President for CEWD, and be accompanied by documentation supporting the student's request. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period.

### **C. Students Receiving Title IV Funding**

Students awarded Title IV financial aid funds must earn their aid by attending classes. When students completely withdraw from classes or stop attending during a semester and/or term, the College must follow rules established by the federal government to

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determine the amount of financial aid earned. The amount of Title IV aid that must be returned to the federal programs is determined by the federal formula for Return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR §668.22).

The calculation is based on the documented withdrawal date or last date of attendance of the student. For students who unofficially withdraw from a semester and/or term and earn all “F” grades, faculty provide the last date of attendance that is used in the calculation.

When students receive more Title IV funds than they have earned, the unearned portion must be returned to the Federal program. When students have not received all of their earned Title IV funds, they may still receive disbursements of this aid.

Funds must be returned to the Title IV Programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Iraq/Afghanistan Service Grant

Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from Financial Aid located within the Financial Services Center on the third floor of Jefferson Hall.

### **D. Students Receiving Military Tuition Assistance**

Students receiving Military Tuition Assistance (TA) who withdraw or who cease to attend a credit class, may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the Department of Defense, the College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period of time for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. If a service member stops attending due to a military service obligation, and the service member notifies the school of their obligation, FCC will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

### **E. FEMA Term Course Fees**

FEMA term course fees offered through the Mid-Atlantic Center for Emergency Management & Public Safety are non-refundable.

### **X. Appeal for Credit Tuition and Fees Refund/ Tuition Refund Committee**

For extenuating circumstances where the student withdraws from a credit class after the normal refund period, the College may grant a partial refund of tuition and fees after the student submits an appeal to the Tuition Refund Committee (TRC). With required documentation, extenuating circumstances have included the following:

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- Medical reasons dated and certified by a physician;
- Job transfer dated and certified by the employer;
- Job schedule (shift) change which causes a conflict with the student's class schedule, dated and certified by the employer; or
- Military transfer or deployment dated and certified by documentation (copy of orders) from the military unit.

To be eligible for consideration the student must:

- A. Officially withdraw from the class(es).
- B. Obtain supportive evidence and documentation to support appeal.
- C. Complete and submit the [Student Appeal for Tuition Refund Form](#), along with supportive evidence and documentation to Registration and Records at the Welcome Desk located within the Enrollment Center on the first floor of Jefferson Hall or electronically to [StudentAppeals@frederick.edu](mailto:StudentAppeals@frederick.edu).

Students must make the request for a refund prior to the end of the academic year in which they took the class. The academic year starts with the summer term and continues through the spring semester.

Subsequent tuition refund appeals will not be granted for consecutive semesters for continuous extenuating circumstances.

Lack of attendance in a class does not absolve a student from the financial obligations and costs associated with that class. Students who are enrolled in a class(es) but who have never attended the class(es) due to extenuating circumstances, will still need to submit a formal request for refund to the Tuition Refund Committee.

### **XI. Related Policies and Procedures**

[Admissions](#)

[Determination of Residency for Tuition Purposes Policy and Procedures](#)

[Employee Recognition](#)

[Student Withdrawal](#)