



POLICY 6900

TUITION AND FEES

Policy Category: Finance and Business Services

Area of Administrative Responsibility: Finance

Board of Trustees Approval Date: March 21, 2017

Effective Date: March 22, 2017

Amendment History: September 10, 2024

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PURPOSE

The purpose of this policy is to define and regulate payment of tuition and fees in Nassau Community College.

SCOPE

This policy is binding on all students.

POLICY

The schedule of tuition and fees for attendance at the College shall be adopted annually by the Board of Trustees.

A. Residency Requirements for Tuition Purposes:

To be eligible for the resident tuition rate, students must meet one of the following requirements:

1. Must have one year's legal residency in New York State and six months in the County of Nassau immediately preceding the time of registration for any period of attendance. The legal residency of dependent students under 24 is deemed to be that of their parents.
2. New York State students from counties other than Nassau may have the non-resident tuition rate waived by submitting a Certificate of Residence from their home county fiscal office prior to payment of tuition and fees. The Certificate of Residence is a form issued to the student by the county in which they reside verifying their place of residence. To qualify for a Certificate of Residence,

All students must pay tuition and fees in full or make other acceptable arrangements with the Bursar's Office at the time tuition payment is due. The College reserves the right to cancel student schedules when payment or another payment arrangement is not received by published deadlines. Original schedules cannot be guaranteed for students who must re-register.

Failure to pay tuition may result in accounts being turned over to a collection agency and in students being barred from registering for the upcoming semester. Students with overdue tuition and fees and who are referred to a collection agency, will incur additional liabilities of up to 33% to cover all associated collection costs.

New York State Education Law allows the College to waive the cost of tuition for senior adults 60 years of age and older who wish to observe (audit) credit courses on a space available basis. These observer students who are auditing classes are responsible for lab and other fees associated with credit courses. As observer auditors, these senior adults are not examined, graded, or given academic credit. Senior adults will be required to pay

Students will receive refunds in accordance with the tuition liability schedule, as promulgated by the State University of New York, and as published annually in the document entitled “Student Tuition Liability and Refund Policy”. The amount of the refund is dependent upon the date of the student’s official withdrawal from the College or course(s).

Refunds will not be issued:

1. Unless the course has been officially dropped as described above. (Note: Failure to attend, informing the instructor of withdrawal, or stopping payment on a check or credit card does not constitute an official drop or withdrawal.)
2. For withdrawal due to failure in complying with State mandated immunization requirements.
3. If the refund application is made later than one year from the end of the semester for which the tuition liability is incurred.
4. To students dismissed for academic or disciplinary reasons.
5. On non-refundable fees.

D. Refund Schedule:

Fall and Spring Semesters

Drop prior to the start of classes:	100% of tuition and refundable fees
Drop during the first week of classes:	75% of tuition and refundable fees
Drop during the second week of classes:	50% of tuition and refundable fees
Drop during the third week of classes:	25% of tu

