

FAYETTEVILLE STATE UNIVERSITY

TUITION SURCHARGE

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.		
Category:	Academic Affairs		
Applies to:	•Administrators	•Staff	•Students
History:	Approved - September 17, 2010 First issued - September 20, 2010		
Related Policies:	<i>Tuition Surcharge Guidelines</i> [UNC Policy #1000.1.5[G]] North Carolina General Statute § 116-143.7 [as codified by Section 9.10(a) of Session Law 2009-451]		
Contact for Info:	Office of the Registrar (910) 672-1185 Office of Student Accounts (910) 672- 1155		

I. PURPOSE

Fayetteville State University (University) has established this policy to comply with the University of North Carolina (UNC) Board of Governors' imposition of a tuition surcharge on students who take more than 140 degree credit hours to complete a baccalaureate degree in a four-year program, or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the UNC Board of Governors as a five-year program. This policy details the requirements necessary to impose a fifty percent (50%) tuition surcharge on students beginning with the 2010-2011 academic year.

II. SURCHARGE

A. Students Subject to the Surcharge

The surcharge shall be imposed on all counted credit hours in excess of the threshold defined below for each of the following three (3) categories of undergraduates:

1. For students earning a first baccalaureate degree in a program that requires no more than 128 credit hours, the surcharge shall be applied to all counted credit hours in excess of 140.
2. For students earning a first baccalaureate degree in a UNC Board of Governors' approved program that requires more than 128 counted credit

hours, the surcharge shall be applied to all credit hours that exceed 110 percent of the credit hours required for the degree. Such programs include those that have been officially designated by the UNC Board of Governors as five-year programs, and combined bachelor's/master's degrees.

3. For students earning a baccalaureate degree other than their first, the surcharge shall be applied to all counted credit hours that exceed 110 percent of the minimum additional credit hours needed to earn the additional baccalaureate degree.

B. Students Exempt from the Surcharge

The surcharge shall not be imposed on undergraduates who complete the following:

1. A first baccalaureate degree program that has not been officially designated by the UNC Board of Governors as a five-year program and whose counted credit hours were taken in eight (8) or fewer regular term semesters or the equivalent; or
2. A first baccalaureate degree program that has been officially designated by the UNC Board of Governors as a five-year program and whose counted credit hours were taken in ten (10) or fewer regular term semesters or the equivalent.

III. CALCULATION OF CREDIT HOURS

The surcharge shall be imposed on tuition charged in the current semester and in subsequent semesters where a student's cumulative credit hours total, with that semester's course load included, exceeds the threshold. The surcharge does not apply to required fees. ***Students shall be informed, by email, when they are within twenty (20) hours of the tuition surcharge threshold.***

A. Included Credit Hours

The undergraduate credit hours to be counted shall ***include*** the following:

- courses taken at the University or accepted for transfer;
- failed courses; and
- courses not completed unless officially dropped by the student consistent with the academic policy of the University.

All credit hours transferred shall be included for tuition surcharge calculation purposes regardless of their application to the student's major or minor, unless otherwise exempted.

B. Excluded Credit Hours

The following credit hours shall be ***excluded*** from the calculation:

- credit hours earned through the College Board's Advanced Placement (AP)
- credit earned though College Level Examination Program (CLEP) or similar programs;
- credit earned through University advanced placement, course validation, or any similar procedure for awarding course credit; and
- credit earned through dual-enrollment in high school;
- credit earned through military service and/or training;
- credit earned in all summer sessions; and
- credit earned from an extension division of any UNC institution, including Fayetteville State University

No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four (4) academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program.

IV. WAIVING THE TUITION SURCHARGE

A. Reasons for Granting a Waiver

The tuition surcharge can be waived, upon a request by a student if the student demonstrates that any of the following have substantially disrupted or interrupted the student's pursuit of a degree:

- ***Military service obligation*** defined as the performance of duty on a voluntary or involuntary basis in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.
- ***Serious medical debilitation*** defined as an illness, injury, impairment, or physical or mental condition requiring; (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider; provided that such incapacity did not result from the student's violation of University policy or the commission of a felony.
- ***Short-term or long-term disability*** defined as a mental or physical incapacity that causes the performance of the student's academic commitments to become impossible or impractical; provided that such incapacity did not result from the student's violation of University policy or the commission of a felony.

- *Other extraordinary hardship* defined a hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student's pursuit of a degree.

B. Required Documentation

In order to demonstrate that a waiver should be granted for a particular reason, the student shall provide the following documentation:

1. **Military Service Obligation**

Verification of the student's voluntary or involuntary performance of a duty in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.

2. **Serious Medical Debilitation**

A certification issued by the treating health care professional(s) must be presented stating *each* of the following:

- a. the approximate date on which the Serious Medical Debilitation commenced.
- b. the extent to which the serious medical condition has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.

3. **Short-Term Disability**

A certification issued by the treating health care professional(s) must be presented stating *each* of the following:

- a. the approximate date on which the short-term disability commenced.
- b. the extent to which the student's physical or mental incapacity has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.
- d. that, to the best of the treating health care professional's knowledge, the student's disability is not permanent.

4. **Long-Term Disability**

Certification issued by the treating health care professional must be presented stating *each* of the following:

- a. the approximate date on which the Long-Term Disability commenced.
- b. the extent to which the student's physical or mental incapacity has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.
- d. that, to the best of the treating health care professional's knowledge, the student's disability is likely to be permanent.

5. Extraordinary Hardship

A verification of any circumstances which, despite responsible handling, led to the substantial disruption or interruption of the student's pursuit of a degree.

C. Procedure for Requesting a Waiver

Students whose personal circumstances match the waiver circumstances listed above may submit an appeal with thirty (30) business days of receiving written notice of the tuition surcharge by submitting a *Tuition Surcharge Waiver Request* via email (surcharge@uncfsu.edu) The Division of Academic Affairs shall provide students with instructions on how to submit a waiver and what documentation is needed to review the student's appeal. The instructions shall also include information indicating which University office the student should submit additional documentation to, as listed in III-B above.

Students may also submit the *Tuition Surcharge Waiver Request Form (Attachment A)*. The form outlines the documentation that is necessary to review the student's appeal. The form shall also include information indicating which University office the form should be submitted.

Once a waiver request is received, the University's *Tuition Surcharge Waiver Committee* (Committee) shall review the request and determine whether a waiver shall be granted. The Committee shall consist of no fewer than three (3) members. The members of the Committee shall be drawn from departments whose expertise is relevant to the waiver category upon which the student's waiver request is based.

The Committee shall inform the student of its decision no more than thirty (30) business days of receipt of the waiver request. The Committee's decision shall be final.

FAYETTEVILLE STATE UNIVERSITY
Tuition Surcharge Waiver Request

Upon application by a student, the tuition surcharge can be waived if the student demonstrates that any of the following have substantially disrupted pursuit of a degree: a military service obligation, a serious medical debilitation, a short-term or long-term disability, or other extraordinary hardship.

**PLEASE COMPLETE THE FOLLOWING AND
SUBMIT TO THE OFFICE OF THE REGISTRAR**

Student ID: _____ Term: Fall Spring Summer Year_____

Name _____
(Last) _____ (First) _____ (Middle) _____

Address _____

Email Address _____ Phone Number _____

BASIS FOR WAIVER
Choose one of the following:

Military Service Medical Debilitation Disability Extraordinary Hardship

See back of the form for definitions and documentation requirements.

Student's Signature _____ Date: _____

Committee Use Only

Approved Denied Number of Hours Waived _____

Explanation _____

Committee Chair's Signature _____ Date: _____

DEFINITIONS

If a request for a waiver is made by a student, the tuition surcharge shall be waived if the student demonstrates that any of the following have substantially disrupted or interrupted the student's pursuit of a degree:

- ***Military service obligation*** defined as the performance of duty on a voluntary or involuntary basis in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.
- ***Serious medical debilitation*** defined as an illness, injury, impairment, or physical or mental condition requiring; (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider; provided that such incapacity did not result from the student's violation of University policy or the commission of a felony.
- ***Short-term or long-term disability*** defined as a mental or physical incapacity that causes the performance of the student's academic commitments to become impossible or impractical; provided that such incapacity did not result from the student's violation of University policy or the commission of a felony.
- ***Other extraordinary hardship*** defined a hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student's pursuit of a degree.

DOCUMENTATION REQUIRED TO SUPPORT REQUEST FOR WAIVER

In order to demonstrate the applicability of a waiver category the student shall provide the following documentation:

1. Military Service Obligation

Verification of the student's voluntary or involuntary performance of a duty in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.

2. Serious Medical Debilitation

A certification issued by the treating health care professional(s) must be presented stating ***each*** of the following:

- a. the approximate date on which the Serious Medical Debilitation commenced.
- b. the extent to which the serious medical condition has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.

3. Short-Term Disability

A certification issued by the treating health care professional(s) must be presented stating ***each*** of the following:

- a. the approximate date on which the short-term disability commenced.
- b. the extent to which the student's physical or mental incapacity has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.
- d. that, to the best of the treating health care professional's knowledge, the student's disability is not permanent.

4. Long-Term Disability

Certification issued by the treating health care professional must be presented stating ***each*** of the following:

- a. the approximate date on which the Long-Term Disability commenced.
- b. the extent to which the student's physical or mental incapacity has impacted the student's pursuit of a degree.
- c. the relevant and appropriate medical facts regarding the condition.
- d. that, to the best of the treating health care professional's knowledge, the student's disability is likely to be permanent.