

COSTS AND STUDENT FINANCIAL AID

TUITION AND FEES

Surry Community College offers educational opportunities at minimal cost to students. Charges are set by the North Carolina State Legislature and are subject to change.

The tuition for in-state students is \$42.00 per credit hour with a maximum charge of \$672 per semester. To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least the twelve months preceding the date of first enrollment or re-enrollment in the college. If questions arise concerning legal residency, students may contact the Associate Vice President of Student Development.

For out-of-state students, tuition is \$233.30 per credit hour with a maximum charge of \$3,732.80 per semester. Out-of-state students attending Surry Community College are eligible for in-state tuition rates if they are employed in North Carolina and the employer pays the tuition for the student employee with a company check. Also, a letter on company letterhead must be submitted to the Business Office stating that the student is an employee of the company. North Carolina residents age 65 and older may register for college classes free of tuition, but must pay for fees associated with their class registration.

Tuition and fees are due at the time of registration.

Tuition Payment Options

Payment of **tuition and fees** is due at the time of registration. Otherwise, student registration may be voided and enrollment cancelled. Options for payment are as follows:

- *Cash, check, or money order
- *Credit Card - VISA or MasterCard
- *Financial Aid - Financial aid approved and awarded by the Financial Aid Office prior to registration includes Pell Grant and scholarships which have been received by the Business Office.
- *Third Party Authorizations - Businesses, agencies, organizations, etc. may authorize payment for students' educational expenses. Authorization from the agency must be either on file or presented to the Business Office at the time of registration, stating the specific charges covered.
- *FACTS Tuition Management Company - Students may electronically send payment in full for tuition and fees to the college from their personal bank account via a link on the college's website for a nominal fee. For more information, contact the Business Office or visit the college website at <http://www.surry.edu>. Students may also apply for an installment plan through FACTS Tuition Management Company for payment of tuition and fees. Payments are set up at 0% interest with a \$25 fee per semester. Payments will be drafted from the students' personal bank accounts. **There will be a \$25 fee imposed by FACTS Tuition Management Company for any missed payment.** Students must enroll for at least (3) semester hours and complete an application via the college website. For more information, contact the Business Office or visit the college website. *Payment options are subject to change.*
- *Collection Costs - In the case that Surry Community College considers it necessary to refer all or part of the unpaid principal and/or interest for tuition and fees on a student's account to an attorney or collection agency for collection, students are liable for and must pay the college the attorney's fees and/or collection agency fees resulting from the referral. Students must pay all charges and other costs, including attorney's fees, that are allowed by federal and state laws and regulations and that are necessary for the collection of these amounts.

Tuition Rate: Self-Supporting Classes

The College may choose to provide classes under a financially self-supporting method at any time. Tuition rates for self-supporting classes in both curriculum and continuing education will be set at a rate that permits recovery of instructional cost. Each student pays a pro-rata share of that cost. Under this course method, the **tuition rate may exceed the standard state-established tuition rate.**

Tuition and Fee Summary (*Tuition rates listed below are correct at the time the catalog was printed. These rates are subject to change and will not be final until the legislature adjourns at the end of the term.*)

ALL CURRICULUM PROGRAMS: Tuition

Student Classification	Rate Per Credit Hour	Maximum Charge (16 or more credit hours per semester)
Resident	\$42.00	\$672
Non-Resident	\$233.30	\$3,732.80

ALL CURRICULUM PROGRAMS: Fees

While Surry Community College attempts to keep student costs as low as possible, some fees are necessary to maintain adequate services. Presented below are the fees currently applicable to curriculum students. These fees can be refunded only in cases of class cancellation. Any questions regarding these fees should be addressed to the Associate Vice President of Student Development or the Executive Vice President/Chief Financial Officer.

Type of Fee	Basis	Applies To	Amount
Parking	Annual (Fall-Summer)	All Students (Day & Evening)	\$5
Accident Insurance	Semester	All Students (Day & Evening)	\$3
Student Activity	Semester	All Students (Day & Evening)	\$1/Credit Hour (<i>max:</i> \$14 fall/spring and \$10 summer)
Technology	Semester	All Students (Day & Evening)	\$1/Credit Hour (<i>max:</i> \$16)
Distance Education	Course	Students registered for DE courses	\$10/DE course
Graduation	Program	Students ordering diplomas	\$20
Transcript (official)	Upon Request	All students	\$3 per official copy

COLLEGE BOOKSTORE

Required textbooks and supplies may be purchased at the campus Bookstore located in the C-Building during regular hours (Monday-Thursday, 7:30am-8:00pm, and Friday, 7:30am-3:00pm). Textbooks may also be purchased online through the SCC homepage at www.surry.edu by clicking the "Bookstore" link. In addition to required textbooks and supplies, the Bookstore carries a selection of reference materials, apparel, book bags, greeting cards, and other specialty items.

Refund Policy

- *All refunds require the original register receipt.
- *Refunds are made when classes are cancelled, dropped, or if the incorrect textbook is purchased.
- *Refunds will not be given to students who purchase a new book and then find a used book. Students interested in buying used books should do so before purchasing books in the Bookstore.
- *All textbooks must be in new condition--textbooks are non-returnable if shrink wrap is broken or the text is marked.
- *All returns must be settled within two weeks after the drop/add period.

Book Buybacks

The Bookstore sponsors two major buybacks per year, usually scheduled around exam days in May and December. Opening semester buys may also be scheduled throughout the year. Textbooks must be in good condition without excessive markings or highlights and all components must be with the book.

TUITION REFUND POLICY

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class the student is officially registered for fails to "make" due to insufficient enrollment.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester as noted in the college calendar.
3. Refund of fees will only be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar and/or if the class the student is officially registered for fails to "make" due to insufficient enrollment.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the Financial Aid Director.

In all refund cases, students must initiate the withdrawal process through the Registrar's Office. The Business Office will make the allowable refund only after the proper process has been handled through the Registrar's Office.

Students will be charged 25 percent of the cost of any course dropped through the 10 percent point of the semester as noted in the college calendar. The charge does not apply if a course with equal or more credit hours is added at the same time (in the same transaction). If a schedule change is needed on or before Registration Day, please see your advisor to avoid paying the 25 percent charge. If a change is needed after the 10 percent point of the semester as noted in the college calendar, students are responsible for 100 percent of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

STUDENT FINANCIAL AID

The Student Financial Aid program is designed to assist eligible students in meeting the costs of attending Surry Community College. Financial assistance includes several types of aid: grants, scholarships, loans, and student employment. Financial aid awards may include one or more types of aid. Only students who have been accepted for admission will be offered financial assistance. An enrolled student must reapply for aid during the second year of attendance.

Anyone interested in financial aid information may contact the Financial Aid Office which is located in Student Development. Information is available which explains the opportunities and responsibilities in more detail. Financial assistance is awarded without regard to the student's race, religion, national origin, age, sex, or disability.

Application Procedure

Students should:

1. Complete the Free Application for Federal Student Aid, (FAFSA) online at www.fafsa.ed.gov. Students must specify in the appropriate section that they will be attending Surry Community College, by entering the Title IV federal school code **002970**. A paper FAFSA can also be submitted by requesting the application at www.fsa.ed.gov and mailing it to the address on the form. Students completing the FAFSA before March 15th may be considered for the North Carolina Student Incentive Grant.
2. The Institutional Aid Application, which can be picked up at the Financial Aid Office, should be completed and submitted with a photo-copy of the student's driver's license. Once your FAFSA application is processed, the Financial Aid Office may send the student a letter requesting additional documentation. Please return the documentation as soon as possible, as it will be used to complete the student's aid file.

3. When the aid office determines what types and amounts of aid students are eligible for, the student will be notified in writing.

To receive notification of eligibility, a student must have a completed aid application file on record in the Financial Aid Office by the following deadline dates:

Fall Semester: May 1

Spring Semester: October 1

Summer Semester: February 1

Students with incomplete files will be required to use personal funds or apply for tuition assistance through the FACTS deferred tuition payment plan. Subsequent eligibility may allow for a late award of aid after the semester begins.

Federal Pell Grant Program

The Federal Pell Grant program is an aid program designed to provide financial assistance to those who need it to attend college. Award amounts are based on family size, income and assets.

Federal Pell Grants are intended to be the “floor” of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. Students seeking financial assistance apply for this type of aid when completing the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is sponsored by the federal government and was authorized under the Higher Education Act of 1972. A limited number of these grants are available to students who have “exceptional financial need.” Students who complete the FAFSA and have a \$0 EFC on the SAR are considered for this grant. Priority is given to early applicants.

Federal Work Study Program

Part-time jobs are available for students wishing to earn money to help pay for part of their college expenses. The jobs may be on- or off-campus with a public or private non-profit agency. The amount of work varies and is determined solely on need as determined by the Financial Aid Office.

Students applying for work study must complete the application forms previously explained. This type of aid is paid to the student in the form of monthly wages. There is no repayment.

Student Loan Programs

Separate application forms and promissory notes, in addition to the FAFSA and SCC Aid Application, must be completed to apply for the loan programs. Detailed information may be obtained from the Financial Aid Office staff.

North Carolina Student Incentive Grant (NCSIG)

Full-time students who are legal residents of North Carolina may apply for the NCSIG. These grants are funded by College Foundation, Inc., in Raleigh, NC. Students must demonstrate substantial financial need as calculated by the U.S. Department of Education. Students must apply for federal aid using the FAFSA form by March 15th of each year to be considered for these funds.

Education Access Rewards North Carolina Scholarship (EARN)

These scholarships are awarded by College Foundation, Inc. in Raleigh, NC. Eligibility is based on North Carolina residency, demonstrated need as defined by the FAFSA, and enrollment in a North Carolina public university or community college. The applicant must be classified as "dependent" for Federal Title IV programs or is a ward or dependent of the court. The student must be enrolled full-time, with no previous college experience other than dual enrollment while in high school. Upon meeting the school's Satisfactory Academic Progress policy, the student may retain the award for a second year.

Other Scholarships

The Surry Community College Foundation, Inc., provides scholarships for students having financial need and meeting other specified criteria. This form of aid is made possible by businesses, industries, and individuals who have contributed to this non-profit organization.

A number of local scholarships are provided by various clubs, organizations, businesses, and individuals. Some of the recipients of these scholarships are chosen by the organization involved; other scholarships are administered through the Financial Aid Office. To apply for scholarships administered by the college, a student should complete the Surry Community College Application for Financial Aid.

Withdrawal Calculation Policy

Students receiving financial aid **must** follow official withdrawal procedures. Students may be required to repay a portion of aid funds used at the time they withdraw, **or** receive a late disbursement for time in attendance.

To comply with this policy, an aid recipient must:

1. Follow official school withdrawal procedures, which are found in the college catalog.
2. After obtaining "instructors' signatures" and "last date(s) of attendance" on the drop card, the card must be taken to the Financial Aid Office for a staff signature. The "last date of attendance" will be used to calculate the repayment/refund amount of aid due. Repayment/refund pertains only to students completely withdrawing from all classes.
3. The school will calculate: the total amount of aid that the student received from the Pell Grant program, SEOG, and any federal loans; the total amount of the same aid that was used for tuition, fees, books, and supplies (charged to the student's account); the total number of days the student attended classes, and compare this number to the total days in the semester. This calculation will give the College the percentage of the semester completed by the student. **If the student has completed at least 60 percent of the semester, no further action is taken.** The school will apply the percentage of the semester completed to the amount of aid the student received to determine the amount of aid they are eligible to have for the days enrolled. If the student used more aid than they were eligible to receive, according to the days in attendance, the student must repay to the school an amount equal to "funds overspent x 50 percent". NOTE: If the student owes a repayment on federal funds, the money must be repaid in full to the school within 45 days, or the student will be ineligible for further aid. The student's account can be referred to the U.S. Department of Education for collection and can result in garnishment of wages and/or tax refunds. If the student used less aid than they were entitled to receive according to the days in attendance, the school owes the student a "post-withdrawal disbursement". The school will notify the student of the amount and date of availability of the funds. Students must claim the funds within 14 days or the disbursement will be voided.

A mathematical example showing the application of this policy is available upon request from the Financial Aid Office.

STANDARDS OF ACADEMIC PROGRESS FOR ALL AID RECIPIENTS AT SCC

Introduction

This college policy outlines the regulations for satisfactory academic progress required of all students receiving financial assistance. These standards apply to any student receiving grants, scholarships, college work study, or any other type of financial assistance through Surry Community College.

Procedures

Transcripts of all aid recipients will be reviewed at the end of each semester by the Financial Aid Office. From this review, a determination will be made about the satisfactory progress of each financial aid recipient. This review will include the student's total academic history at Surry Community College, including remedial or developmental classes. The "Fresh Start/In-House Transfer" exclusion policy does not apply to the grade point calculation used to qualify students for federal aid. In order to receive aid, a student must be making satisfactory progress

regardless of whether he or she has previously received aid. These are the conditions related to satisfactory progress:

- I. Financial aid recipients in the two-year College Transfer or Associate in Applied Science Degree, (Technical), programs must maintain the following grade point average to be classified as making satisfactory progress:

0 to 20 credit hours attempted - 1.00 cumulative grade point average
21 to 35 credit hours attempted - 1.50 cumulative grade point average
36 to 50 credit hours attempted - 1.75 cumulative grade point average
51 credit hours to the end of the program - 2.0 cumulative grade point average

Note: *In addition to these GPA requirements, a student must complete at least 50 percent of the credit hours attempted each semester.*

- II. Financial aid recipients in the Diploma or eligible Certificate programs must maintain the following grade point averages to be classified as making satisfactory progress:

0 to 15 credit hours attempted - 1.50 cumulative grade point average
16 to 26 credit hours attempted - 1.75 cumulative grade point average
27 to the end of the program - 2.00 cumulative grade point average

Note: *In addition to these GPA requirements, a student must complete at least 50 percent of the credit hours attempted each semester.*

- III. At the end of each level previously described, an aid recipient has one full probationary semester in which to bring his/her GPA up to the minimum requirements. During the probationary semester, a student must attempt at least 6 credit hours, attain a minimum GPA **and** complete at least 50 percent of the credit hours attempted for that semester. Failure to do so will cause the student to be terminated from receiving further financial assistance. To re-establish eligibility after termination, students must complete at least 6 credit hours, including 50 percent of the hours attempted in a semester, and attain the minimum GPA required on the proceeding page. Students should present an updated copy of their qualifying transcript to the Financial Aid Office, along with a request for reconsideration of eligibility.
- IV. Students receiving certain types of aid who withdraw from any or all courses during any semester or pay period may be subject to repay a pro-rated amount of the assistance.
- V. Any financial aid recipient who withdraws from school **MUST** notify the Financial Aid Office. Failure to notify the Financial Aid Office can result in a forfeiture of the probationary semester.
- VI. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in this catalog. Financial aid cannot be received for an audit. Also, Title IV aid will not pay for a student to repeat any classes already showing on a transcript, including those listed as transfer credit, regardless of whether aid was received for the class(es). No aid can be paid for classes in which a student has earned proficiency credits, designated as "CR" on the transcript.
- VII. **Time Limitation:** Federal regulations require that schools establish a maximum time limit during which the student on aid must complete his or her program of study at Surry Community College. This time limit is 150% of the number of credit hours required for the program. For example, a student pursuing an A.A.S. Degree in Paralegal Technology, (69 credit hours), must attain that degree after attempting 104 credit hours ($69 \times 150\% = 104$). Students will be terminated from aid after reaching the maximum time

frame allowed for their program of study. A reconsideration due to mitigating circumstances is only allowed once. **All** attempted hours on the transcript will be counted in this time frame, unless hours are used for a previous degree received.

Note: Any deviation from the above policy will be at the discretion of the Financial Aid Director. In order to appeal financial aid termination, a student must be able to document mitigating circumstances.

To appeal, students must indicate in writing to the Financial Aid Office the reason why they did not meet satisfactory progress requirements and why financial aid should not be terminated. Documentation to support the appeal is required.

The Financial Aid Director will review the appeal to determine whether or not termination of aid is justified and will advise the student in person or by letter.

A student who wishes to appeal the decision of the Financial Aid Director may request a hearing with the Associate Vice President of Student Development for final determination. This action will exhaust the appeals process.

STANDARDS OF ACADEMIC PROGRESS FOR ALL STUDENTS RECEIVING GI BILL OR OTHER VETERAN'S ADMINISTRATION EDUCATIONAL BENEFITS

The minimum grade point averages detailed in Sections I and II of the Standards of Academic Progress Policy previously described also pertain to students receiving veteran's benefits. In addition to these GPA requirements, the following conditions apply:

1. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in the college catalog. The Veterans Administration will not pay for audits, withdrawals, incompletes, or proficiency credits.
2. Students may contact the Veterans Certifying Official in the Financial Aid Office within Student Development for questions pertaining to veterans benefits.

SURRY COMMUNITY COLLEGE FOUNDATION, INC.

The Surry Community College Foundation, Inc. was established in 1966 as a non-profit organization dedicated to providing financial assistance to students, promoting faculty development, and supporting programs which enhance the college's learning environment.

The first grant to the Foundation was an \$800 scholarship from North Carolina Foam Industries in September, 1966. The Foundation has a variety of methods through which contributions can be made to serve the best interests of the donor and the purposes of the Foundation. These include gifts of cash; common stock or other securities; life insurance policies with the Foundation as beneficiary; property and/or real estate with provisions for continued use for the duration of a person's life; donations by will through an estate; gifts in honor or memorial; annuity trusts; individual retirement accounts; gifts-in-kind; and other methods developed to meet specific needs of the donor. All gifts must meet the requirements of the Foundation by-laws and practice.

All philanthropic support to benefit Surry Community College should be channeled through the Surry Community College Foundation, Inc., which is the affiliated agency through which tax deductible gifts can be made to the college.

SCC FOUNDATION BOARD OF DIRECTORS

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The Ambassador Scholars Program

The Ambassador Scholars Program was originated by the Surry Community College Foundation, Inc., in 1993. Ambassadors are students who are proven leaders and scholars. Ambassadors are trained as public relations representatives for the College and Foundation. They are chosen from a variety of curriculum areas and have differing educational and career goals. For more information about this program, contact the Student Development Office.