

## Tuition and Fees

### Effective Fall Term 2023 (202412)

**Tuition Due Each Term Upon Registration**

Standard Tuition Programs	Commercial Truck Driving Program	
\$100 per credit hour	\$132 per credit hour	For Georgia Residents
\$200 per credit hour	\$264 per credit hour	For Out-of-State Students
\$400 per credit hour	\$528 per credit hour	For International Students

Fees Due Each Semester Upon Registration	Other Fees Due As Needed
\$6 Accident Insurance Fee	\$25 Application Fee (non-refundable)
\$50 Campus Safety Fee	\$25 Diploma Replacement
\$5 ID Card Fee	Varies Exemption Test - 25% of Course Tuition
\$60 Instructional Fee	\$200 Fuel Surcharge (Commercial Truck Driving)
\$110 Technology Fee	\$40 Graduation - Due the 14th calendar day of student's last term
\$25 Parking Fee	\$5 ID Card Replacement
\$55 Registration Fee	\$45 Late Registration
\$55 Activity Fee	\$15 Placement Retest
\$10 Wellness Fee	\$30 Returned Check
	\$10 Transcript - Standard
	\$25 Transcript - Express
<b>\$376 Total Each Semester</b>	**Some programs have program specific fees. Fees vary by class and by semester. See program descriptions in catalog for fee details.

**Bryant Residence Hall - Clarkesville Campus**  
Price includes three (3) meals daily, Monday - Thursday

Fall or Spring Semester	\$2,900 Single Occupancy	\$2,400 Double Occupancy	
Summer Semester	\$1,700 Single Occupancy	\$1,450 Double Occupancy	
Minimester (Electrical Lineworker Apprentice)	\$1,450 Single Occupancy	\$1,200 Double Occupancy	

A \$150 deposit is due when the Residence Hall application is submitted and is non-refundable if the student does not occupy the room. The deposit will be returned in full if the student occupies the room and leaves campus housing with no balance due on their account, leaves their room in good condition and free of personal belongings, and returns the key, student I.D., etc.

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## Tuition

Tuition is typically assessed at the rate of \$100 per credit hour for Georgia residents, \$200 per credit hour for out-of-state students, and \$400 per credit hour for international students.

## Out-of-State Tuition Exemption

Students in the following classifications are eligible for Out-of-State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the Georgia Student Finance Commission regulations.

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
2. Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
3. Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
4. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
5. United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
6. United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the United States;
7. Students who are domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
8. Out-of-state tuition is waived for students who are legal residents of the following counties bordering the Georgia counties in the North Georgia Technical College service delivery area: North Carolina – Cherokee, Clay and Macon; South Carolina – Oconee; Tennessee – Polk.
9. Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
10. Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. ***This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill® benefits.*** This exemption also applies to recipients of transferred GI Bill® benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.
11. Students using transferred GI Bill® while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery Sergeant John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.
12. Students who are described as covered individuals in 38 U. S. C. 3679 (c).

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13. Students who are dually enrolled.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

Requests for tuition waivers must be made in writing to the Vice President of Student Affairs.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>*

**Accident Insurance**

Students are required to pay an insurance fee each semester with the exception of GVTC students and total Internet students. Accident insurance coverage is not included in the Student Activity Fee. This coverage is provided to students while attending class. The option of additional accident insurance for 24-hour coverage is no longer available.

**Application Fee**

A non-refundable application fee is due at the time of application for admission to certificate, diploma, and associate degree programs.

**Bookstore**

Students are expected to purchase necessary textbooks, materials for personal projects, and other items required for each course. For the convenience of the students, the college maintains a bookstore, "Beyond Books," where required books and other items may be purchased.

Students are required to present a valid student ID card when using Financial Aid in the Bookstore.

Bookstore hours are posted. The bookstores also carry a variety of North Georgia Technical College logo items and personal items. Also, for convenience, the online bookstore is available for viewing the books that are required for courses at <https://northgatech.edu/student-resources/bookstore/>.

**Campus Safety Fee**

Students are required to pay a campus safety fee each semester.

**Check Handling Fee**

A check-handling fee will be charged for each check returned by the bank for "insufficient funds," "account closed," or "stop payment."

**Dining Hall Fees – Clarkesville Campus**

The dining hall on the Clarkesville Campus serves breakfast, lunch, and dinner Monday through Thursday when classes are in session. Resident students use their ID cards as their meal ticket. Commuting students, staff, and guests pay through the line or use a meal ticket. Meal tickets are available for purchase at a reduced rate in the Cashier's Office or in the dining hall. The dining hall can prepare special diets for resident students as required by a physician. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

To comply with state health laws, all Dining Hall patrons must wear appropriate clothing including shirt

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and shoes in the dining hall. All Dining Hall patrons must also conduct themselves in a proper manner and carry their trays to the designated area to be cleaned.

Meals are served Monday-Thursday during the following scheduled hours:

Breakfast	7:00 a.m. - 10:15 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	4:45 p.m. - 5:45 p.m.

### Diploma Replacement Fee

A fee is assessed for each diploma replacement request. A paper request form may be downloaded from the NGTC website and returned with payment in a sealed envelope to the front desk of any North Georgia Technical College campus or by mail to the Registrar's Office, NGTC, PO Box 65, Clarkesville, GA 30523. Diploma replacement requests are processed within 10 business days.

### Drug Test Fee

Students enrolled in the following programs are required to pay a non-refundable fee for drug testing: Commercial Truck Driving, Electrical Lineworker, Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology, Paramedicine, Medical Laboratory Technology, Phlebotomy Technician, Nurse Aide, Practical Nursing, Associate of Science in Nursing, Phlebotomy, and Health Care Assistant.

### Exemption Examination Fee

Exemption examinations are assessed a fee of 25% of the course tuition. A paper form to apply for an exemption examination may be downloaded from the NGTC website. Once the student arranges a time with the department administering the exemption, he or she takes the form to the Cashier's Office to make payment. The student then brings the completed form to the examination. The examiner will grade the examination and return the form to the Registrar's Office. Exemption examination fees are non-refundable, and exemption examinations may only be attempted once. If a student has previously attempted or completed a course, he or she may not sit for the exemption exam.

### Graduation Fee

A non-refundable fee will be charged during the semester in which the diploma- or degree-seeking student applies for graduation even though he/she may choose not to participate in the commencement ceremony. If a change to semester for graduation is made, the fee may be assessed again.

### Late Registration Fee

Any student who registers on or after the first day of class will be charged a non-refundable late registration fee.

### Malpractice Insurance

Students enrolled in the following programs are required to purchase malpractice insurance: Associate of Science in Nursing, Practical Nursing, Medical Laboratory Technology, Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology, Health Care Assistant, Early Childhood Care and Education, Nurse Aide, Phlebotomy, Paramedicine, and Cosmetology. This insurance can be purchased through the cashier at the Clarkesville, Blairsville, or

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Currahee Campus. This fee is non-refundable once the student has attended at least one day of class.

**Placement Test Score Reprint Fee**

Placement Test Scores are included on the NGTC Official Transcript. For test-takers who have not attended North Georgia Technical College, official reprints of test scores are assessed a fee. A paper request form may be downloaded from the North Georgia Technical College website and returned with payment in a sealed envelope by mail to Registrar's Office, PO Box 65, Clarkesville GA 30523 or to the front desk of any NGTC campus. Placement test score reprint requests are processed within 5 business days.

**Registration Fee**

Students are required to pay a registration fee each semester.

**Residence Hall Fees – Clarkesville Campus**

Resident students will be charged each semester for room and board for a double occupancy room. Single occupancy rooms, if available, are assigned to returning students based on date of initial application; and students will be charged each semester for a single occupancy room and board.

Residence hall/dining hall fees include breakfast, lunch, and dinner, Monday through Thursday during the semester when classes are in session.

A \$150 deposit is due when the Residence Hall Application, Contract, and Meningococcal Statement are submitted to the Office of Student Affairs. This deposit is refundable if the student follows official check-out procedures, leaves campus housing with no balance due on his/her account, leaves his/her room in good condition and free of any personal belongings, and returns the key(s) and the student ID.

**Special Instructional Fee**

Students are required to pay a special instructional fee each semester.

**Student Activity Fee**

Students are required to pay an activity fee each semester with the exception of Dual Enrollment students.

**Student Identification Card**

Students are required to pay for a North Georgia Technical College ID card each semester. The cards are to be used for identification in the dining hall, bookstore, and library; at activities and athletic events; when transacting business with the cashier; and as identification when needed. Many activities sponsored off campus require an ID card for identification and reduced rates. The ID card is an official document of North Georgia Technical College. The use of a student identification card by anyone other than its original holder is prohibited.

**Technology Support Fee**

A mandatory technology support fee will be charged to each student. This fee is charged each semester. Dual-enrolled and Joint-enrolled high school students are exempt from this fee.

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Each standard request for Official Transcripts is assessed a fee. Requests may be made online through BannerWeb or Credential Solutions. Transcripts can be sent electronically to all TCSG institutions and other members of the Credential Solutions network. Transcripts may be mailed to any valid address. If you are uncomfortable placing an order online, you may call Credentials Solutions at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone. Unofficial transcripts may be printed via BannerWeb; North Georgia Technical College does not print unofficial transcripts. Transcripts cannot be issued for students who have financial or other administrative obligations to the College.

**Transcript Fee - Same Day**

A fee will be assessed for each same day request for Official Transcripts. A paper request form may be downloaded from the North Georgia Technical College website and returned with payment in a sealed envelope in person to the Registrar's Office on the Clarkesville Campus between 7:30 a.m. and 5:00 p.m. on normal business days. Same Day Transcripts are not issued on NGTC New Student Advisement days, the days grades are recorded each term, when the database is closed for maintenance, or the first day of class each semester. Please call before traveling to Clarkesville with a Same Day Transcript Request. Photo identification must be provided by the student. Same day requests are processed within one hour upon receipt of the completed request and payment and will be available at the front desk of the Clarkesville Campus. Transcripts cannot be issued for students who have financial or other administrative obligations to the college.

**Vehicle Registration and Parking Facility Fees**

All motor vehicles must be registered with the Campus Police Department. A parking permit will be issued to the student and should be displayed on the lower left side of the rear windshield. Failure to display the parking permit at the designated location on the motor vehicle will result in fines or impounding/removal of the vehicle.

Students are required to pay a non-refundable parking facility fee each semester. This fee is assessed per student, not per vehicle, and applies to every registered student (driver and non-driver) with the exception of GVTC students and total Internet students.

A temporary parking permit will be issued to students upon request when the registered motor vehicle is not in operation on the campus. The parking permit fee must be paid prior to the issuance of a temporary parking permit. All visitors must contact the receptionist to receive a visitor's parking permit.

Specific regulations include the following:

- The speed limit in all campus areas is 15 mph.
- Boarding students in Clarkesville are not permitted to drive cars to classes on the Clarkesville Campus.
- Students are not permitted to park in the dining hall area of the Clarkesville Campus.
- No parking is permitted on the street in front of Bryant Hall at any time.
- No parking is permitted on yellow curbs.
- Reckless driving, racing of motors, and loud mufflers are not permitted on campus.
- Motorcycles and similar vehicles are subject to the same regulations as automobiles on campus.
- Blairsville and Currahee campuses have parking lots designated for student use.
- Students who do not abide by these rules will be subject to penalties including fines, having the vehicles impounded, or withdrawal of permit to have motor vehicles on campus.

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- One parking space per vehicle.

### Students must park in the prescribed areas as follows:

- Bryant Hall – residents will park in the lot behind Bryant Hall.
- Commuting Students – may park in any legal parking space on the Clarkesville Campus excluding the Resident Designated parking spaces in the Bryant Hall parking lot, Ramsey Hunter parking lot, South Clegg parking, reserved or handicapped parking, or loading zones.
- Students at the Blairsville and Currahee Campuses may park in designated student parking lots.

Violation of campus traffic rules and regulations is prohibited. Warnings and/or citations may be issued if these regulations are not followed. The student may appeal the citation issued by Campus Police by submitting the Traffic/Parking Citation Appeal Form to the Office of the Vice President of Student Affairs. The form must be submitted within seven (7) calendar days of the issuance of the citation. The decision of the Vice President of Student Affairs or his/her designee is final.

## Payment of Tuition and Fees

All tuition and fees are due and payable each semester by the first day of class. Students approved for grants and scholarships are expected to apply these funds toward their accounts. Any remaining balances after approved financial aid has been credited must be paid by the first day of class. Discover, American Express, VISA, and MasterCard are accepted. Fees are not eligible for HOPE payment.

A text message is sent to students notifying them of account balances prior to the first day of class. Any student who fails to pay their account balance in full by the established deadline is subject to their registration being removed and having a Hold placed on their account. Student accounts with outstanding balances remain on Hold until balances have been paid in full. Students are advised to regularly check their account balances online on BannerWeb.

## Outside Scholarships

Checks for scholarships from an external source can be mailed to the Clarkesville Cashier's Office along with your student ID number. This includes scholarships that are received from your employer or a civic organization (this does not include scholarships received from the North Georgia Technical College Foundation).

## Third Party Billing

Students who have third party agencies invoiced for their tuition and fees must provide proper authorization to the Business Office prior to the payment deadline. Third party agencies include, but are not limited to: WIOA, Department of Veterans Affairs, Vocational Rehabilitation Services, Georgia Department of Labor Trade Act Training and other corporate billings. If the agency does not pay the invoiced amount in full, the student will be responsible for the outstanding balance.

## Fee Variations

The following procedure applies to student fee charges where variations in programs or course schedules occur:

- Students enrolled only to complete IP's (In Progress grades) will pay the student activity fee and other registration fees.
- Internship and clinical students will pay the student activity fee and other registration fees each semester.
- Students enrolled in credit courses will pay all appropriate fees if enrolling in non-credit courses.

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Upon request, Georgia students over 62 years of age who are otherwise qualified may enroll in credit courses without charge or payment of tuition on a space-available basis; however, they will be required to pay other costs, such as fees and books. Fees are not waived for online classes.

### Credit Student Refunds

Students who withdraw from a course by the end of the third instructional day of the semester and No Shows (students who do not show up for the first three days of class) shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. Students will receive a full refund of all tuition and fees (excluding application fee) if the college cancels the course.

Students who withdraw from a course after the third instructional day of the semester shall receive no refund.

Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal PELL Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook which is available at [www.ifap.ed.gov](http://www.ifap.ed.gov).

### Refunds

Refunds are issued to students that have excess financial aid after tuition, fees, bookstore purchases, etc. are paid in full. The first refunds of the semester are sent to BankMobile for disbursement approximately 28 days after the semester begins. Additional student refunds during the semester will be sent to BankMobile approximately every 14 days.

### BankMobile

Student refunds are disbursed by BankMobile. For more information on BankMobile, please review the FAQs or contact the Cashier's Office.

### Non-Credit Student Refunds

#### Continuing Education

Pre-registered students may receive a full refund of all course fees and supply fees for short-term courses provided they cancel prior to the scheduled date of the first class or registration/payment deadline.

Students who withdraw prior to the beginning of the third class session following enrollment in a short-term course of 30 or more contact hours may receive a refund of 75% of all course fees. No refund will be made after that date.

Students enrolling in seminars, workshops, and special short courses of less than 30 contact hours will receive no refund after the scheduled enrollment date.

Refunds will automatically be provided when the college cancels a course or seminar.

#### Economic Development Services

Charges and refunds are negotiated with each business or industry for non-credit courses or seminars.