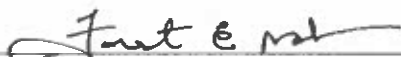


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT FEE STRUCTURE -NON-REFUNDABLE FEES	Procedure Number: 6-5-101.4
Institutional Authority:	Chief Business Officer	
Associated SBTCE Policy/Procedure:	7-2-101.1	
Governing ATC Policy:	6-5-101	

Approved:


President


Chief Business Officer

Date

Adopted: 08/03/1995

Date

Revised: 09/11/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Establishment of Non-Refundable Fees

The Aiken County Commission for Technical and Comprehensive Education shall establish the amount of each non-refundable student fee in accordance with State Board for Technical and Comprehensive Education (SBTCE) Procedure 7-2-101.1.

A. Types of Non-Refundable Fees

- Activity Fee
- Enrollment Fee
- Technology Fee
- Exemption Exam Fee
- Late Registration Fee (begins the first day of class)
- Reprocessing Fee
- Returned Check Fee

B. Non-Refundable Fee Accountability

Fees shall be accounted for in separate revenue accounts to facilitate evaluation and matching the purpose for which the fee was collected.