

Name of Change Proposal

2.2.9 Tuition and Fees -

Initiating Council:

Academic and Student Systems

Submitting Council:

Vice Presidents of Student Affairs

Justification for Proposed Changes:

Background Information:

(Provide a brief overview of the issue and/or historical information important in considering the change.)

The Under 18 and Minors on Campus (U18MOC) Work Group was formed in September 2024 at the request of the Provost and is led by AVCSA Dr. Kishia Brock. The team consists of stakeholders from the colleges and the District Office and their charge is to examine and make improvements to the policies and practices for under 18 students. The intended outcomes of this work group are:

- Provide and maintain access to college credit for under 18 students
- Ensure integrity, quality, and rigor of teaching and learning environment
- Ensure safety for minors on campus in and out of the classroom
- Develop efficient and effective policies and practices aligned with regulations
- Ensure alignment to course curriculum development standards
- Ensure alignment between Minors on Campus guidelines and concurrent enrollment policies and practices

To accomplish these outcomes, a sub-group examined and reviewed current Administrative Regulations connected to admissions and registration for under 18 students. Administrative Regulations 2.2.8 and 2.2.9 were identified as needing clarification and updating. These updates included:

- Provide clarification on admissions versus registration
- Provide clarification on the registration process for students under the age of 18
- Provide clarification on financial responsibility and debt incurred by a minor student

The work group is proposing the following changes for common pages (see below).

Supporting Documentation and Rationale for Change:

(Provide any supporting documentation such as new legislation, legal/statutory or regulatory changes, data, or key findings that would support the need for the change.)

Change is at the request of individual staff and administrators who have asked for clarification of the regulation to support students.

Areas, Councils, or Committees Impacted:

(List the constituency groups that may be impacted by the proposed change and that reviewed the proposal and provided feedback.)

Council

Distribution List

Accreditation Liaison Officers	dl-alo@memo.maricopa.edu
ASA District Directors	dl-asa-district-directors@domail.maricopa.edu
Center for Curriculum and Transfer Articulation	dl-dssc-ccta@domail.maricopa.edu
Curriculum & Schedulers Council	dl-currtechs@memo.maricopa.edu
Curriculum Development Facilitators	dl-cdfs@memo.maricopa.edu
Department/Division Chairs	Via Deans
Directors of Academic Advisement Council	dl-daac@memo.maricopa.edu
Directors of Admissions and Records Council	dl-dar@memo.maricopa.edu
District Curriculum Committee	dl-dcc@memo.maricopa.edu
Dual Enrollment Council	dl-dssc-dual-enrollment@domail.maricopa.edu
FEC	dl-facexec@memo.maricopa.edu
Financial Aid Managers Council	dl-fam-dir-all@memo.maricopa.edu

Financial or Budget Implications:

None

Other Considerations:

None

Implementation Impacts:

None

Recommended Effective Term:

2025-2026

Dissemination/Communication:

(Identify the dissemination/communication needs related to the proposed change)

Disposition History:

Date	Status
10.2.2024	Under 18 and Minors on Campus (U18MOC) Project Kick Off meeting to identify common pages changes
11.8.2024	Committee members developed proposed language changes
12.20.2024	Shared with VPSA via email
1.8.2025	Shared at VPSA Council meeting

PROPOSED CHANGES:**2.2.9 Tuition and Fees**

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident

FINAL LANGUAGE APPROVED BY COMMITTEE:**2.2.9 Tuition and Fees**

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1. Maricopa County resident
2. Out-of-County resident

3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 *et seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed tuition and fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

With Maricopa Community Colleges Governing Board approval, colleges may assess course fees to offset unique course costs that exceed the expenses of normal instruction that are covered by tuition. These fees are used on course-specific expenses that directly benefit the fee-paying student, such as equipment, consumables, and services. Fees vary by course and by discipline. Course fees are subject to change. Because course fees are often fully expended on materials before a class starts, they will be refunded only if the student qualifies for a 100% refund. Refer to [A.R. 2.2.10 \(Refund Policy\)](#).

1. **Time of Payment**

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the tuition and fee schedule approved by the Maricopa Community Colleges Governing Board.

2. **Tuition and Fees Schedule**

Current information can be found at <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4>.

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The following is a tuition and fees schedule and is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See [Appendix S-4](#)

3. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
 - i. Verifying the student's district wide debt,
 - ii. Attempting to notify the student of the debt and
 - iii. Attempting to collect the debt.
- B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
 - i. Collection agency, requiring payment of collection fees by the student;
 - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;

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- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
 - i. Collection agency, requiring payment of collection fees by the student;
 - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;

- iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:

- i. MCCCCD staff verify that full payment has been made to another College;
- ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
- iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
- iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

E. DEBT INCURRED AS A MINOR STUDENT

- i. **WHEN A STUDENT UNDER THE AGE OF 18 ENROLLS IN A COURSE AS A MINOR, A PARENT/LEGAL GUARDIAN OR REPRESENTATIVE IS REQUIRED TO ACCEPT FINANCIAL RESPONSIBILITY FOR ALL TUITION, FEES, AND FINES THAT MAY BE INCURRED RELATED TO THE MINOR STUDENT'S ENROLLMENT IN THE MARICOPA COMMUNITY**

- iii. Litigation, requiring payment of court costs and legal fees by the student.

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- iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

E. Debt Incurred as a Minor Student

- i. When a student under the age of 18 enrolls in a course as a minor, a parent/legal guardian or representative is required to accept financial responsibility for all tuition, fees, and fines that may be incurred related to the minor student's enrollment in the maricopa community colleges until the student turns 18 years of age.
- ii. Failure to resolve past due balances may result in an impact of services, including

- COLLEGES UNTIL THE STUDENT TURNS 18 YEARS OF AGE.
- ii. FAILURE TO RESOLVE PAST DUE BALANCES MAY RESULT IN AN IMPACT OF SERVICES, INCLUDING HOLDS ON THE MINOR STUDENT'S ACCOUNT, RESTRICTING FUTURE REGISTRATION, OTHER SERVICES, AND FORWARDING OF ANY UNPAID PAST DUE BALANCES TO COLLECTION AGENCIES.
- iii. ANY OUTSTANDING BALANCES THAT REMAIN UNRESOLVED WHEN THE STUDENT TURNS 18 WILL BECOME THE STUDENT'S RESPONSIBILITY.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. **Employees, Dependents and Mandated Groups**
The Maricopa Community College District waives tuition for credit-hour courses for employees and their

- holds on the minor student's account, restricting future registration, other services, and forwarding of any unpaid past due balances to collection agencies.
- iii. Any outstanding balances that remain unresolved when the student turns 18 will become the student's responsibility.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. **Employees, Dependents and Mandated Groups**
The Maricopa Community College District waives tuition for credit-hour courses for employees and their dependents, and tuition and fees as specified for legislatively mandated groups. Special, registration, course fees and fees for Non-credit/Special Interest Community Services courses are not waived.
- C. **Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community**

dependents, and tuition and fees as specified for legislatively mandated groups. Special, registration, course fees and fees for Non-credit/Special Interest Community Services courses are not waived.

C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

5. All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

AMENDED through the Administrative Regulation Process, June 4, 2024
AMENDED by Direct Chancellor Approval, November 21, 2018
AMENDED through the Administrative Regulation Process, May 20, 2014
AMENDED through the Administrative Regulation Process, March 25, 2013
AMENDED through the Administrative Regulation Process, June 27, 2012
AMENDED through the Administrative Regulation Process, March 13, 2012
AMENDED through the Administrative Regulation Process, May 17, 2011
AMENDED March 22, 2011, Motion No. 9791, 9792, 9793
AMENDED through the Administrative Regulation Process, March 4, 2011
AMENDED through the Administrative Regulation Process, February 23, 2010
AMENDED through the Administrative Regulation Process, March 5, 2009
AMENDED December 9, 2008, Motion No. 9524
AMENDED through the Administrative Regulation Process, August 18, 2008

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

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AMENDED by Direct Chancellor Approval, November 21, 2018
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AMENDED through the Administrative Regulation Process, March 25, 2013

<p>AMENDED through the Administrative Regulation Process, June 12, 2008 AMENDED through the Administrative Regulation Process, January 24, 2008</p>	
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