

## **Brookdale Community College College Policy**

### **4.1000 Tuition and Fees**

#### **I. Title of Policy**

4.1000 Tuition and Fees

#### **II. Objective of Policy**

To establish a tuition and fee schedule and structure that generates sufficient revenue to support the College's annual operating budget.

#### **III. Authority**

New Jersey Statutes 18A: 3B- 6(c) 18A:64A-12; the Board of Trustees Bylaw 1.3054, and its own policies and regulations, including 2.0003, Policy Items Requiring Action by the President and 2.0004R, Action by the Board of Trustees.

#### **IV. Policy Statement**

The President shall propose a tuition and fee schedule as part of the development of the College's annual operating budget. The tuition schedule may include separate rates for residents of Monmouth County, residents of other New Jersey counties, out-of-state residents, and students enrolled in special programs. The schedule will be developed to provide budgeted revenue not estimated to be met from state, county and other sources.

A schedule of tuition and fees shall be adopted by the Board of Trustees when it approves the College budget, and revised from time to time, when appropriate and necessary.

Tuition waivers for designated groups may also be granted in accordance with applicable College policies, collective bargaining agreements, or state-mandated programs, as approved by the Board of Trustees.

The President shall have the responsibility of informing students and the general public of all tuition and fees so adopted in a timely fashion.

Revisions to the schedule of tuition and fees may, under extraordinary circumstances be proposed by the President during the academic year. Such revisions must be approved by the Board of Trustees.

Discounts can be applied to select groups as approved by the President and Board of Trustees.

The requirements for refunds of tuition and/or fees are outlined in the College's regulations which are developed by the Administration and approved by the President. Such regulations shall ensure that the College retains funds adequate to cover its direct and indirect costs for services rendered.

## **V. Responsibility for Implementation**

President and Board of Trustees

Approved: Board of Trustees 5/24/1973

Revised: 10/24/1996

Addendum: January 15, 2004

Approved: 12/11/2003

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, 1/27/2026