



In compliance with the Board of Trustees Policy Finance Section, this supplement document contains all fees approved by the Board of Trustees.

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
FY10 FEES**

Effective Fall 2009 semester for Academic Year 2009-10.
Revised 8/13/09; Revised 12/10/09

CATEGORY 1: TUITION AND STUDENT SERVICES FEES

• **ACADEMIC YEAR 2009-10 TUITION**

IN STATE

\$183 per credit

NERSP

\$274 per credit

OUT OF STATE

\$418 per credit

Students are charged for each credit. The maximum has been eliminated.

• **ACADEMIC INSTRUCTION FEE**

\$60 Academic Instruction fee (formerly lab fee) for each lab credit for credit bearing courses.

A fee will be charged for all Laboratory/Clinic/Field Experience/Practicum or other similar experiences. Effective January 1, 2009, no fee will be charged for co-ops and internships. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$60.00 for each course. This fee will be added to the normal tuition charge for that course.

Example: BI101 A&PI $\frac{\text{Lec}}{3}$ $\frac{\text{Lab}}{2}$ $\frac{\text{Cr}}{4}$ 4 - 3 = 1 x 60 = \$60

This fee will be charged to all students with no exceptions. No other academic instruction (formerly lab) fees are permitted without the written authorization of the Commissioner of the Community College System of NH.

Academic Instruction fees can be charged for non-credit courses.

• **NURSING CLINICAL SURCHARGE**

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$350.00 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee.

Explanation: The New Hampshire Board of Nursing adopted a change in the chapter 600:11 of administrative rules. This chapter dictates the number of students that may be supervised by one faculty member in a clinical setting. The new rule changed the student/faculty ratio from 10:1 to 8:1. The Board of Nursing governs the instruction offered to nursing students, and the Community Technical Colleges must comply with their rules, which took effect June 26, 1998.

• **DENTAL SURCHARGE**

A fee of \$350 per semester will be charged to all dental students in a dental clinical experience.

• **RUNNING START**

The cost to enroll is \$100 tuition/fees per course, plus supplies. Any course less than three credits will be pro-rated. This amount cannot be further abated (1/2) for dependents of System employees.

• **COMPREHENSIVE STUDENT SERVICES FEE**

	<u>Per Credit Fee</u>	<u>Day</u>	<u>Day/Evening</u>	<u>Admin/SA</u>
White Mountains CC	\$6.00		x	\$3/3
	\$11.00		x	\$11 Bonding
River Valley CC	\$5.00		x	\$2/3
Lakes Region CC	\$5.00		x	\$3/\$2
Manchester CC	\$6.00		x	\$3/3
Nashua CC	\$3.00		x	\$0/\$3
	\$13.00			\$13 Bonding
Great Bay CC	\$5.00		x	1.50/\$3.50
NHTI	\$20.00		x	\$7 Wellness Ctr. \$2 health serv. \$4 student senate \$3 student center \$3 Dining hall/ Bistro bonding \$1 Parking/Security

CCSNH employees are exempt from the CSS fee. This per credit fee is charged for every credit regardless of the number of credits taken. The 17-credit maximum has been eliminated.

On-line courses will be assessed a CSS fee.

CATEGORY II: ACADEMIC FEES

- **APPLICATION FEE**

\$10.00 non-refundable for degree, certificate or diploma applications. This fee is waived for: Jobs for New Hampshire Graduates, former Running Start students, and NH Connections Program applicants.

- **ON-LINE APPLICATION FEE WAIVER**

\$10 application fee is waived for all those who apply for admission on-line, through June 30, 2010.

- **TUITION DEPOSIT**

A non-refundable tuition deposit of \$100.00 will be required from all matriculated students. (A matriculated student is defined as one who has been formally accepted into a degree, certificate, professional certificate, or diploma program.) The President or his/her designee reserves the right to waive the fee for students identified as evening matriculated students, or in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid). The deposit will be applied to the tuition for the semester in which the student is matriculated and is non-refundable. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee. One hundred dollars of any payment towards a student's first matriculated semester may be designated as the non-refundable tuition deposit. A change of major may also require an additional non-refundable deposit.

- **ORIENTATION**

\$30.00 non-refundable to cover costs - charged to all incoming matriculated students.

- **LATE REGISTRATION FEE**

As of fall, 2008, this fee is no longer charged.

- **GRADUATION FEE**

Up to \$125

- **TRANSCRIPT FEE**

First two are free. Additional transcripts are \$3.00. An additional \$5.00 per transcript is charged if the transcript is faxed. There is no fee for student inter campus transcripts.

- **LIBRARY FINES**

25 cents per item/per day

- **FIRE ALARM FINES**

False fire alarm	\$350
Tampering with fire safety equipment	\$100
Failure to leave during a fire alarm	\$ 50
Damage to facility	labor and replacement cost

The above fines may be accompanied by judicial action. If the incident occurs in a Residence Hall, charges are divided among residents when the individual cannot be identified.

- **CREDIT BY EXAMINATION**

\$25.00 per credit plus all direct costs associated with providing the laboratory exam.

- **COLLEGIATE LEVEL EXAMINATION PROGRAM ADMINISTRATIVE FEE**

An administrative fee of \$15 shall be charged for each CLEP exam

- **GENERAL ASSESSMENT**

Up to \$20.00

Skills Assessment Manager Fee (SAM) - \$9.00

• **INDIVIDUAL PROGRAM TESTS (all non refundable)**

All	\$70	Pre-Admission exam for Nursing & Dental
All	\$10	Pre-admission rescheduling fee
NHTI	\$10	California Critical Thinking fee for Nursing
NHTI	\$40	Health Education Systems Test for Nursing
LRCC	\$40	Nursing II NLN Readiness Exam
LRCC	\$40	Nursing IV NLN Readiness Exam
LRCC	\$160	LNA Competency Exam (\$\$80 clinical/\$ \$80 written
LRCC	\$20	Basic Service Operations (Marine Tech - forklift driving test
LRCC	\$39	Intro to Hot Foods (hospitality sanitation test)
LRCC	\$25	Mercury Marine MTF Certification Test
LRCC	\$80	North American Board of Certified Energy Practitioners (NABCEP) Certification for students
LRCC	\$100	North American Board of Certified Energy Practitioners (NABCEP) Certification for non-students
MCC	\$15	Nursing I Critical Thinking Specialty Exam
MCC	\$21	Nursing II Maternity Nursing Exam
MCC	\$21	Nursing III Psychiatric/Mental Health Exam
MCC	\$37	Nursing IV Exit Exam
WMCC	\$45	Basic Nursing Care Exam and Nursing the Childbearing Family Exam
WMCC	\$75	Comprehensive Psychiatric Nursing Exam and NCLEX Readiness Exam
GBCC	\$75	Praxis Curriculum Fee - only for community members

• **MANCHESTER CC TESTING CENTER FEES**

Building Professional Exam-Field	\$350
Building Professional Exam-Written	\$200
Apple Certification	\$200
Citrix	\$150
C.N.A.	\$125
Comp-TIA	\$239
Java	\$300

Linux	\$160
Microsoft (Professional & Dynamic)	\$400
Microsoft (Individual)	\$150
Novel Networking	\$125
GMAT	\$250
GRE	\$250
TOEFL-Computer Based	\$140
TOEFL-Paper Based	\$140
TOEFL-Additional reports	\$17
TOEFL-Rescheduling Fee	\$40
TOEFL-Essay & TWE Rescoring	\$50
TOEFL-Paper Based Rescoring	\$25
TOEFL-Reinstatement of Canceled Scores (computer only)	\$20
TOEFL-Fee for returned check or declined credit card	\$20
Professional Transportation Engineer	\$425
Insurance & Coding	\$135
Patient Care Technician	\$135
Phlebotomy Technician	\$135

- **EXPERIENTIAL LEARNING**

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge towards credit in a degree/diploma/certificate program. To prepare for this option, students will develop a portfolio to be assessed by the academic officer and faculty members. A student must be matriculated at one the CCSNH colleges to be eligible to apply for experiential credit. Not all programs provide the experiential credit option; students should consult with their respective colleges for eligible programs and the process used for application.

Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g., for 12 credits awarded: $0.50 \times \text{current tuition rate} \times 12 \text{ credits}$).

- **PROCTOR EXAM FEE**

\$50 per exam - for non-CCSNH students

- **DIPLOMA REPLACEMENT FEE**

Up to \$20 each

- **DRUG TESTING FEE**

Up to \$100 for drug testing

CATEGORY III: NHTI FEES

- **RESIDENCE HALL FEE - NHTI**

Room (double/triple)	\$2,575 per semester
(single)	\$3,050 per semester
Per person/per night	\$23.00 double/triple room
Per person/per night	\$23.00 single room

- **BOARD FEE**

19 meal plan -	\$1,387 (\$1,287 + \$ 100 flex) per semester
15 meal plan -	\$1,276 (\$1,176 + 100 flex) per semester

- **RESIDENCE HALL DEPOSIT FEE**

A room deposit of \$300 per housing contract will be required in order to reserve a room in the residence hall and will be credited toward the Residence Hall charges. This deposit is non-refundable after a room assignment has been made.

- **RESIDENCE HALL FINES**

Replacement mailbox key	\$5
Replacement room key	labor and replacement cost
Room lock-out	\$1 after the first request
Window or screen removal	\$10

- **ROOM DAMAGE FEE**

Students will be billed each semester for room damages. Residence hall damage will be computed at repair cost or replacement plus 10% with a minimum charge of \$5.00 per student, per incident.

- **RESIDENCE HALL ACTIVITY FEE**

\$75.00 per semester

- **HEALTH SERVICE FEES**

All specimens for laboratory testing are collected at Health Services, picked up via courier and delivered to LabCorp for testing. The basic fee for testing that LabCorp bills Health Services is what is charged to the student without additional charges added by Health Services.

- **DENTAL HYGIENE CLINIC FEES**

Prophy	Adults	\$25.00
	Children	\$15.00 (16 years of age and younger)
	Senior Citizens	\$15
Sealants	\$8 per tooth	
Radiographs	FMX	\$25.00
	PAN	\$20.00
	BWX	\$15.00

- **TRAVEL FEE**

\$75 fee is charged to all students who take HT101. This fee will cover the expense of the travel instructor and defray some of the costs of the students travel experiences.

- **PARALEGAL STUDY FEE**

\$100 fee is charged to all students who take PL 225 Legal Research and Writing, and PL104 Legal Research. This fee will cover the cost of the ABA dues, Lexus/Nexus, Franklin Pierce Library, Supreme Court Library and PLS Association Membership.

- **CHILD AND FAMILY DEVELOPMENT CENTER**

Registration Fee (non refundable): \$50 and the first week's tuition to secure space within the program

The following rates are effective 6/29/09

LEVEL OF SERVICE	CHILD AGE IN MONTHS	WEEKLY FEES
FULL TIME	3-17	\$187.00
FULL TIME	18-35	\$180.00
FULL TIME	36-78	\$157.00
FULL TIME	79-155	\$120.00
HALF TIME	3-17	\$144.72
HALF TIME	18-35	\$139.44
HALF TIME	36-78	\$121.44
HALF TIME	79-155	\$ 75.00
PART TIME	3-17	\$ 72.36
PART TIME	18-35	\$ 69.72
PART TIME	36-78	\$ 60.72
PART TIME	79-155	\$37.50

10% Sibling Discount - For families with more than one child concurrently enrolled in the center. Discount will be applied to the lower rate.

LATE PAYMENT: A 10% late fee will be assessed on tuition if payment is not received when due.

EARLY DROP OFF/LATE PICK-UP FEE: A fee of \$10.00 will be charged for any portion of the first five minutes and \$1.00 per additional minute.

- **PRACTICE PRAXIS PROFESSIONAL EXAM - NHTI**

\$25 - NHTI students will not be charged. This fee will be charged only to non-NHTI students.

- **PLATO PRAXIS TUTORIALS & PRACTICE SESSIONS - NHTI**

\$75 - This is a non-credit course. NHTI students will not be charged. This fee will be charged only to non-NHTI students.

CATEGORY IV: ADMINISTRATIVE FEES

- **FEE FOR PROTESTED CHECKS**

\$25.00 or 5% of face value of the check, whichever is greater, plus all protest and bank fees, in addition to the amount of the check, draft or money order.

- **STUDENT PERSONAL PROFESSIONAL LIABILITY INSURANCE**

Fee ranges from \$20.00 to a max of \$65.00 per year. This is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship.

- **PARKING VIOLATIONS**

Colleges:

First offense	\$ 5.00
Second offense	\$10.00
Third offense	\$20.00

Institute:

Parked in reserved location	\$15.00
Parked in fire lane	\$25.00
Parked in tow zone	\$15.00
Parked in handicap space	\$25.00
Parked blocking road/walk	\$15.00
Unregistered/uninspected vehicle	\$15.00
Failure to move for snow removal	\$25.00
Failure to stop at stop sign	\$25.00
Conduct violations	\$25.00
Denver boot 1 st	\$25.00
Denver boot 2 nd	\$50.00
Denver boot 3 rd	\$75.00
Unauthorized removal of Denver boot	\$50.00
Reckless Operation	\$25.00
Parked on grass	\$15.00
Driving or parking on access road or sidewalk	\$25.00
No NHTI parking permit	\$15.00

Forged tickets/permits	\$25.00
Taking two parking spaces	\$15.00
Parked by fire hydrant	\$25.00
Parked blocking dumpster	\$15.00
Overnight parking	\$15.00

- **ALCOHOL VIOLATION FINE**

	NHTI Residents	All Commuters
1 st Offense	\$ 25.00	\$ 50.00
2 nd Offense	\$ 50.00	\$100.00
3 rd offense	\$100.00	\$200.00

- **SMOKING FINE**

1 st Offense	\$ 25.00
2 nd Offense and more	\$ 50.00

- **IDENTIFICATION CARD FEE**

First card	Free
Second and additional cards	\$10

- **PAYMENT PLANS**

5% of the deferred amount or a fee consistent with the fee that is charged by an outside vendor, whichever is smaller.

Up to \$50 Payment Plan per semester

Up to \$20 Payment Plan Late Fee for students who missed their scheduled payment date.

- **LATE PAYMENT FEE**

\$50 per semester may be charged for all students who fail to make arrangements to pay tuition and fees prior to the start of the semester.

• **STUDENT ACCOUNT ADVANCE PAYMENT REQUIREMENT**

It shall be the policy of the System to require payment or arrangements for payment of all semester charges due prior to the start of the semester. Failure to make payment in full or arrangements for payment by the start of the semester may result in the cancellation of the student's registration.

• **PHOTO COPY/PRINTING FEE**

Up to 10 cents per page for black and white
Up to \$1.00 per page for color

• **CHILD CARE FEE - BERLIN**

Step 1 - TANF Recipients Only

Age	Toddler Up to 36 months	Child 36 months - 6 years
Total cost per day	37.80	32.02
Per hour	6.04	5.20
State pays per day	33.50	28.25
Per hour	5.20	4.45
Parent fee per day	4.30	3.77
Per hour	.84	.75

Step 2

Total cost per day	37.80	32.02
Per hour	6.04	5.20
State pays per day	27.85	20.20
Per hour	4.35	3.10
Parent fee per day	9.95	11.82
Per hour	1.69	2.10

Step 3

Total cost per day	37.80	32.02
Per hour	6.04	5.20

State pays per day	21.90	16.35
Per hour	3.40	2.55
Parent fee per day	15.90	15.67
Per hour	2.64	2.65

Step 4 - Quality Early Learning Initiative through Community Action Program Payments for income-eligible families are deducted from Step 5 or 7 charges.

Step 5 - PARENT NOT ELIGIBLE FOR TITLE XX ASSISTANCE, BUT DEMONSTRATES NEED

Total cost per day	30.00	27.00
Per hour	4.50	4.00

Step 6 - Eliminated

Step 7 - YEARLY GROSS INCOME TOTAL GREATER THAN \$40,000

Total cost per day	37.80	32.02
Per hour	6.04	5.20

Second child and every child thereafter will each be charged at the Step 5 rate.

Registration: \$25.00 fee per semester, per child, paid prior to attendance. If billed to Assisting People in Transition (students) or State, paperwork must be done before child begins. Registration fee is non-refundable.

Late Payment: Payment expected immediately at end of each week. If 2 weeks late, child care space will be reassigned. If child care fees are not paid in full on June 15th and December 15th, a \$50.00 fee will be assessed.

Late Fees: Pick up child promptly at the time you specify, or call if you expect to be late. **Late fee** of \$1.00 per minute for each minute child is here past closing will be charged and reported to billing department. Teachers may not necessarily inform you that you will be charged.

• **INDIVIDUAL COURSE FEE**

NHTI	\$500	Supply fee for the Castings and Splinting I & II courses
LRCC	\$350	Self-Contained Breathing Apparatus (SCBA)for Fire Grounds Procedure & Advance Fire Grounds Procedures courses
LRCC	\$100	Turn our Gear
LRCC	\$41	Sim Lab kits (freshmen/seniors)
LRCC	\$350	Tractor Trailer Program Deposit (non refundable)
WMCC	\$60	Phlebotomy course supplies
WMCC	\$60	Automotive Welding course supplies/related costs
WMCC	\$200	Basic Welding & Basic Pipe Welding Certificate courses supplies
WMCC	\$60	Welding I for Mobile Equipment Tech
WMCC	\$60	Welding II for Mobile Equipment Tech
WMCC	\$60	Spa Techniques for Massage Therapy
MCC	Up to \$100	Plato Praxis Tutorial
MCC	\$20	Phlebotomy Supply kit
MCC	\$100	Plato Prep
MCC	\$50	NSNA Membership Fee for nursing students
MCC	\$20	Graphic Design - Color Theory course supplies
MCC	\$15	Fine Arts - Painting II - Modeling Fee
MCC	\$15	Fine Arts - Drawing II - Modeling Fee

• **REFUND POLICY**

All refunds require that the student complete an official withdrawal form. Effective Fall 2007, students who officially withdraw from the college or an individual course by the end of the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have 8 calendar days from the start of the class to withdraw for a full refund. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. (11/2/06) Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other

fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee.

All Federal Title IV funds (i.e. Pell, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

Students registered for workshops through System divisions of Community Education or Office of Workforce Development must withdraw in writing at least three days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than \$1.00 (\$.99 or less) will be forfeited.

Refund procedure:

1. Student reported to Registrar by faculty member as never attended.
2. Registrar codes course(s) with a "NA" code (not refundable)
3. Student contacts campus regarding charges.
4. Registrar directs student to President.
5. President determines if student should receive a tuition waiver or credit. If a tuition waiver is in order, President's Office notifies Bursar's Office in writing to manually process a waiver of tuition.
6. Registrar's office retains "NA" as course status for historical purposes.

The "NS" and "WE" codes WILL NO LONGER BE USED. NS and WE will be given a "do not use" status by MIS.

• PROCEDURES FOR REHABILITATION OF PERKINS LOAN

NOTIFICATION:

1. Notification and information letter on rehabilitation sent by Affiliated Computer Services (ACS) on 90-day letter starting May.

2. Rehabilitation letter sent by ACS to all borrowers in billing with a status of 60 - 68. (Past due 120 days to In-House collections that are still in billing)
3. Rehabilitation letter sent by CCSNH to all borrowers who have been closed by outside collection agencies. The rehabilitation letter will be sent with the W.O.P. (window of opportunity) letter.
4. Collection agencies will send rehabilitation letter to all accounts from CCSNH by July 1.

PROCESS:

1. Borrower must request to have their Perkins loan rehabilitated.
2. CCSNH will only rehabilitate Perkins loans.
3. After the rehabilitation request is made, the borrower will be sent:
 - A. A payment agreement for the 12 payments
 - 1.) The first 12 rehabilitation payments are considered part of the new repayment plan of up to 10 years
 - 2.) The monthly amount agreed on for the payment plan for the first 12 months should cover:
 - a) past due interest
 - b) monthly accrue interest
 - c) other past due amounts such as late fees, legal costs, etc.
 - d) as well as past due principal
 - 3) The borrower **must** fill out, sign, date, and return the payment agreement to CCSNH
 - B. Borrower **must** fill out a new confidential sheet

UPON SUCCESSFULLY COMPLETING LOAN REHABILITATION:

1. The borrower will be returned to regular repayment status and will regain the balance of benefits and privileges of their promissory note.
2. The credit bureau(s) will be instructed to remove default from borrower's credit history. ACS will do notification to credit bureau(s).
3. The borrower will no longer be ineligible for federal financial assistance due to the default.

*****A LOAN CAN BE REHABILITATED ONLY ONCE*****

INTERNAL PROCESSING:

1. Obtain required documentation. Review carefully and determine appropriate amount for monthly payment. The monthly payment must, at a minimum, cover all past interest, collection costs, other fees, and begin reducing the past and/or present principal amounts due.
2. ACS will be notified as to anyone who requested, filled out and signed the required payment plan agreement. ACS will monitor for timely, monthly payments. CCSNH will also monitor for timely and monthly payments. ***It takes 12 consecutive, timely, monthly payments to rehabilitate a loan. A borrower can try over and over to get 12 consecutive payments. Once the 12 consecutive payments are made that constitute a rehabilitation, this is the **one time** rehabilitation.
3. Accounts at a collection agency at the time the borrower requests rehabilitation will remain at the agency for 12 consecutive payments. Borrower will continue to pay collection costs during this period.
4. Any accounts in agencies that have been successfully rehabilitated will be closed from that particular agency and the account returned to CCSNH.
5. Accounts that have been reduced to judgment, if successfully rehabilitated, must sign a new promissory note for any balance and then CCSNH will vacate the judgment.
6. When the loan has been rehabilitated, (borrower requested rehabilitation and made 12 consecutive payments) ACS will mark the loan as rehabilitated.
7. ACS will instruct credit bureau to delete old history and start reporting account as a new loan.

• **FINANCIAL AID REFUND CHECK POLICY**

Credit balances caused by financial aid funds must be paid directly to the student or parent, if a PLUS loan, as soon as possible, but no later than 14 days after the first day of class of a payment period if the balance was created on the first day of class or before classes began. If the credit balance was created after the first day of class, the balance must be paid no later than 14 days after the balance was created.

Credit balances are paid to students or parents by check. The student is to be notified by a general public posting within the college that refund checks are available for pick-up at the business office once funds have been credited to the students' accounts. Direct notification is mailed to all students that did

not pick-up their refund checks by the 14th day. A copy of the notification is maintained in the student business office file or student financial aid file. If the notification is returned undeliverable, then a search is done to determine a better address. Any funds remaining at the end of the semester are to be returned to NHHEAF as a loan reduction or to the Department of Education as applicable. For summer and fall semesters, the funds must be returned by the mid semester. For the spring semester, the funds must be returned by June 30.

A credit balance caused by a PLUS loan is paid directly to the parent(s) by check. Checks are mailed to the parent(s)'s address within 14 days of crediting the student's account. Returned checks as undeliverable will be reviewed for better addresses. If the parent cannot be located, then the funds are returned to NHHEAF as a loan reduction immediately. PLUS loans can be endorsed and/or given to the student with the parent's written authorization. If a student is to obtain the PLUS loan check, then the procedures noted above for student checks must be followed.

FACILITY USE FEE

VIDEOCONFERENCING ROOM RENTAL FEE - ALL COLLEGES

- Granite State Distance Learning Network Members: no cost during daytime hours, subject to availability.
- Bureau of Emergency Management: no cost during daytime hours, when equipment is available (as they are providing 4 campuses with equipment and a router at CCSNH).
- \$100/hour for profit agencies/businesses/individuals (technical support included) per site.
- \$75/hour for non-profit agencies (technical support included) per site.

WHITE MOUNTAINS COMMUNITY COLLEGE

Classrooms:	Hourly Fee	\$25
	Half-day (up to 4 hrs.)	\$75
	All day (over 4 hrs.)	\$125

Computer Lab Rental:

Hourly Fee	\$50
Half-day (up to 4 hrs.)	\$150
All day (over 4 hrs.)	\$300

Available equipment to rent. Repairs to be paid by renter:

TV/VCR	\$25 per event
TV	\$20 per event
Infocus machine	\$75 per event
Computer Cart	\$20 per event
Overhead	\$10 per event
Teleconferencing equip.	\$100 per hour (\$200 minimum) plus room rental fee

In the event the college is required to staff the premises over and above the normal schedule as a result of this activity, an additional charge of \$35.00 per hour will be assessed.

LAKES REGION COMMUNITY COLLEGE

Classrooms:	Hourly Fee	\$25
	Half-day (up to 4 hrs.)	\$75
	All day (over 4 hrs.)	\$125

Computer Lab Rental:

Hourly Fee	\$50
Half-day (up t 4 hrs.)	\$150
All day (over 4 hrs.)	\$300

Available equipment to rent. Repairs to be paid by renter:

TV/VCR	\$25 per event
TV	\$20 per event
Infocus machine	\$75 per event
Computer Cart	\$20 per event
Overhead	\$10 per event
Teleconferencing equip.	\$100 per hour (\$200 minimum) plus room rental fee

In the event the college is required to staff the premises over and above the normal schedule as a result of this activity, an additional charge of \$35.00 per hour will be assessed.

RIVER VALLEY COMMUNITY COLLEGE

For "For Profit" organizations/function:

Classrooms:	\$25 per hour
Lecture Hall:	\$50 per hour (four hours minimum)
Computer Labs:	\$50 per hour
Cafeteria:	\$50 per hour

Non-profit organizations and sister colleges - free

Outside grounds: \$25.00

Custodial Fees: regular hours (7 a.m.- 3:30 p.m.): no charge
after hours and weekends: \$10.68 to \$19.64 per
hour

MANCHESTER COMMUNITY COLLEGE

Classroom:	\$75 ½ day; \$120 full day
Conference Room:	\$35 per hour
Lecture Hall/auditorium:	\$250 ½ day; \$400 full day
Computer Lab:	\$250 1/2day; \$400 full day
Cafeteria:	\$60 per hour
Satellite/teleconference:	\$100 per hour plus room rental fee
Grounds/Athletic fields:	\$125 ½ day; \$200 full day
Audio/Visual:	\$20 - TV, VCR
Maintenance	Monday thru Friday 7:00 a.m.-4:00 p.m.

\$22.00 per person/per hour
Saturday and Sunday 7:00 a.m.-6:00 p.m.
\$30.00 per person/per hour

Security: Monday thru Friday 7:00 a.m.-4:00 p.m.
\$26.00 per person/per hour
Saturday and Sunday 7:00 a.m.-6:00 p.m.
\$40.00 per person/per hour

NASHUA COMMUNITY COLLEGE

Classroom: \$30 per hour
Lecture Room: \$60 per hour
Cafeteria \$50 per half day
Computer Labs: \$100 per hour
Grounds: \$30 per hour

Wellness Center

Gym: \$100 per hour/2 hour minimum (Sept. 1-May 31)
\$75 per hour/2 hour minimum (June 1-August 31)
½ Gym: \$50 per hour/2 hour minimum (Sept. 1-May 31)
\$37.50 per hour/2 hour minimum (June 1-August 31)
Weight Room: \$40 per hour

GREAT BAY COMMUNITY COLLEGE

Satellite Teleconferences: \$50 per downlink hour

Classroom/Conference Rooms Rental

Monday - Friday

- Single Room- \$175 full day;\$90 half day/evening
- Double Room - \$300 full day; \$165 half day/evening
- Triple Room - \$425 full day; \$225 half day/evening
- Main Hall - \$725 full day; \$375 half day/evening
- Cafeteria - \$425 per day; \$225 half day/evening

Rental/Weeks is available at a 10% reduction payable in advance.

Grounds: \$75/hour; plus a separate check for \$200 delivered to the Campus Rental Office or Business Office 24-hours in advance of use, or Friday noon for a weekend event. This fee covers a minimum rate for extra maintenance services. Check will be

refunded if the rental group chooses to clean-up to the satisfaction of the maintenance engineer.

Computer Labs (15 computers): Full & partial day \$500. IT Technical on-site support provided on weekdays at \$50/person/hour; on weekends or holidays at \$150/person/hour. The NHCTC-Portsmouth IT Manager or designee must authorize installation of software packages not already available on systems. Advanced notice of new software systems installation is required at least 48-hours in advance of rental. A fee of \$50/person/hour will be charged for the installation and de-installation of said software.

A portable 15 lap-top computer lab may be available by special arrangement at additional cost (these systems are also used in the classroom—which takes priority.) The cost for use of the lap-top systems is \$1,500 per day, not including systems set up/tear down or room rate.

TV/VCR/DVD: \$50 per day

LCD Projector: \$175/day

Video Camera & Technician: \$125 flat fee for equipment*; \$50/person/hour for technical support. *Does not include cost for video tapes or film.

Microphone & Speakers: \$50/day

Penalty fees: A cleanup fee will be assessed for excessive disorder left in any NHCTC-Portsmouth spaces. Rates begin at \$50/person/hour for extra setup and cleanup on weekdays; \$100/man/hour on weekends or holidays. Any damage to the facility or equipment will be charged to the sponsoring organization or person at a minimum charge of \$100 or actual cost.

NHTI - CONCORD'S COMMUNITY COLLEGE

Rooms (Paid in full 15 calendar days prior to reservation.)

Classrooms: \$25.00 hour
Lecture Halls: \$50.00 hour, minimum 2 hours - Rooms L114, L224, M141, M143
Auditorium (S122): \$100 hour, minimum 2 hours
Computer Labs:
 Half day (up to 4 hours) - \$300
 All day (over four hours) - \$600

Cafeteria/Bistro: \$75/hour, minimum 2 hours plus \$100 refundable security deposit

Private Dining/Conference Area (Bistro/Café): \$35 per hour, 2 hours minimum with \$100 refundable security deposit

CTBD: \$200 minimum for teleconference

Weight/cardiovascular Room (Wellness Center): \$40 hour

Included with room fee:

- Routine Set-up & clean-up within the room
- One Security Officer on campus
- Administrative Assistant and Receptionist on duty
(Continuous use may be flat fee)

Student Center Rental:

- Great Room \$100 per hour (2 hour minimum)
- Multipurpose Room \$50 per hour (2 hour minimum)
- Conference Room \$25 per hour (2 hour minimum)

Miscellaneous fees:

Grounds: \$50/hour, minimum \$200 Plus a separate check for \$100. delivered to the Business Office 24 hours in advance, or Friday noon for a weekend event, to cover extra maintenance services. Check will be refunded if the group chooses to clean up themselves to the satisfaction of the maintenance engineer.

Audio Visual Technician: \$30/hour for on-site assistance

- Minimum \$30 weekdays
- Minimum \$90 weekend days

Extra Security Officer:

- \$30/hour/person
- Minimum \$30 weekdays
- Minimum \$90 weekend days

Maintenance: \$30/person/hour for extra setup & cleanup

- Minimum \$30 weekdays
- Minimum \$90 weekend days

Audio Visual Equipment:

- No charge: overhead (transparency) projector and screen
- Equipment charge: \$30/piece/room - TV/VCR, Slide Projector, 16m Projector, CD or DVD Player, microphone, portable screen or cassette recorder;

\$50/hr/technician

- Video Camera/Technician:
 - \$50 flat fee
 - \$50/hr/technician
- Auditorium Media Cart: \$150 per day

Portable Sound System: \$50 per day

Wellness Center/Outdoor Facility Fees:

Gym: \$100.00/hour/2 hr minimum, \$500 per day maximum (Sept. 1 - May 31)

\$75.00/hour/2 hr minimum, \$400.00 per day maximum (June. 1 - August 31)

½ Gym: \$50/hour/2 hour minimum, \$250 per pay maximum (June 1 - May 31)

\$37.50/hour/2 hour minimum, \$200 per day maximum (June 1 - August 31)

Gym floor covering	\$200.00
Baseball Field	\$40.00/hr. or portion thereof
Softball Field	\$40.00/hr. or portion thereof
Primary Soccer Field	\$75.00/hr. or portion thereof
Secondary Soccer Field	\$40.00/hr. or portion thereof

Other Grids or outside:

Basketball courts/tennis courts	\$15.00/hr. or portion thereof
Scoreboard	\$15.00/hr.
Scoreboard Operator	\$15.00/hr.

Field Usage Discount: 50% discount on field usage for camps, clinics or groups that use the outdoor fields for 3 or more consecutive days. A day consists of 6 or more hours.

POLICE STANDARDS AND TRAINING COUNCIL (per RSA 188-F:32-a)

Lecture Hall #1	\$ 215.00
Lecture Hall #2	\$ 175.00
Classrooms #1-4	\$ 115.00
Firearms Classroom	\$ 150.00
Morton Conference Room	\$ 100.00
Library	\$ 100.00
Computer Classroom	\$ 200.00
Tactical Center	\$1,080.00
Firing Range	\$ 809.00

No fee would be charged to state, county or local law enforcement or corrections agencies, the Governor's Office, the Administrative Office of the Courts, the Attorney General, the Community College System of New Hampshire, Fire Standards & Training, the State Division of Personnel, or any organization where the Director deems it to be in the interest of law enforcement to waive the fee. (See Pol 302.17 Use of Council Facility)

ABATEMENTS

Full Time CCSNH Employees: free tuition only; CSS fee is not charged and academic instruction fee is charged.

CCSNH Dependent: half tuition only; CSS fee and academic instruction fee are charged.

Senior Citizens (over 65): half tuition on credit courses on a space available basis; CSS fee and academic instruction fee are charged, no discount for workshops.

State Employees: half tuition on a space available basis (per SEA contract); CSS fee and academic instruction (lab) fee are charged.

SEA contract wording:

Any full-time unit employee who has completed one year of continuous full-time service shall be entitled to a 50% discount on the tuition of up to 3 courses that bear credit per fiscal year (limited to one course per semester) on a space available basis, at any of the state community technical colleges.

- a) Courses, for the purpose of registration, will be made available 3 days prior to the start of classes.
- b) The institution offering the course may, at its discretion, cancel the course.
- c) The institution offering the course shall be the sole determining agent as to whether or not space is available.
- d) Decisions regarding the availability of space, course cancellations and other administrative decisions are not grievable.
- e) When payment for a course is being made by the Employer or person(s) other than the employee, or, a course is taken on other than a space available basis, there will be no discount in the tuition.
- f) An employee is not eligible for this benefit in a semester in which he/she has withdrawn from a credit bearing course.
- g) This provision shall remain in effect only for the biennium ending June 30, 2009 and nothing in this agreement implies a commitment to continue this discount beyond June 30, 2009.

National Guard: Effective Spring 1997 (per legislation RSA 110-B:63 a to f) - free tuition on a space available basis after meeting the prerequisites of the National Guard Education Assistance Program guidelines; CSSF and academic instruction fee are charged; must be matriculated into a degree-enhancing curriculum.

Preceptors/clinical or practicum supervisors: 50% tuition voucher for one course or workshop within a year on a space available basis. The voucher is not transferable and cannot be combined with any other coupon; the maximum allowable discount on a workshop is 50%.

Running Start Faculty: Each Running Start faculty (via the School Principal) will be issued one course voucher for every Running Start course that is taught. The voucher covers the cost of tuition (fees excluded). Running Start faculty may elect to transfer their voucher.

Skills USA Competition Winners: Each Skills USA (VICA) first place winner in a skill area directly related to a CTC degree program will be awarded \$5,000. If a winner wins two different years, he/she will receive two \$5,000 years tuition. See full wording/requirements in the Finance Section of Board Policy.

NH High School VALEDICTORIAN: Effective May, 2006, a one-year tuition scholarship will be awarded to designated New Hampshire high school valedictorians, based on a cumulative grade point average, from New Hampshire NEAS&C accredited institutions. The recipient must be a full-time matriculated student in an CCSNH college within 15 months from the time of secondary school graduation.

Tuition as Prizes: \$35,000 per fiscal year (\$5,000 per campus)

Chancellor's Tuition Waiver Scholarship: \$2,500 per fiscal year

Police Academy and Corrections Academy: One student per academy class will be awarded free tuition for 15 credits that must be used within 3 years of receipt.

Jobs for New Hampshire Graduates: JNHG Seniors applying for admission to our colleges have been waived the application fee.

Running Start Senior Students: Running Start Seniors applying for admission to our colleges have been waived the application fee.

NH Connections Program: NH Connections Program students applying for admission to our colleges have been waived the application fee.

Tuition Waived for Children of Certain Firefighters and Police Officers See RSA 188-F:16-a

Tuition Waived for children of veterans who die while on active duty or from a service-connected disability. See RSA 193:19 as administered by the Postsecondary Education Commission.

North Country Early College Opportunity Program. 15 North Country rural area students may attend White Mountains Community College at half tuition

Tuition Waivers for Foster Children See RSA 188-D:43 as administered by the Postsecondary Education Commission.

Fees as approved by Board of Trustees on 4/9/09

Tuition as approved by Board of Trustees on 6/25/09

Revision 8/13/09 (GBCC CSSF allocation change and WMCC child care fee as approved by the Board of Trustees 8/6/09