

PROCEDURE:

6.6.1p1. Student Tuition and Fees

Revised: 2008; 2009; September 16, 2010; October 19, 2011; September 19, 2012; September 18, 2013; September 17, 2014; September 16, 2015; September 21, 2016; September 20, 2017; September 19, 2018; September 18, 2019; September 16, 2020; September 15, 2021; October 19, 2022; September 20, 2023

Last Reviewed: 2008; 2009; September 16, 2010; October 19, 2011; September 19, 2012; September 18, 2013; September 17, 2014; September 16, 2015; September 21, 2016; September 20, 2017; September 19, 2018; September 18, 2019; September 16, 2020; September 15, 2021; October 19, 2022; September 20, 2023

Adopted: April 18, 2007

I. PURPOSE

The State Board shall annually review and establish tuition charged by all technical colleges. Local colleges should recommend all fees annually to the Commissioner for approval.

II. RELATED AUTHORITY

State Board Policy 6.6.1. Student Tuition and Fees

TCSG Procedure 6.6.1p. Student Tuition and Fees

State Board Policy 5.1.2. General Program and Program Specific Standards

State Board Policy 6.2.2. Residency

Ogeechee Technical College Procedure 6.4.1p1. Books and Supplies

Ogeechee Technical College Catalog and Student Handbook

III. APPLICABILITY

This procedure applies to all students enrolling at Ogeechee Technical College.

IV. DEFINITIONS

Course Related Fees or Supplies: Fee or supply items required for participation in a specific course which all students enrolled in the specific courses are required to pay or purchase. Course related fees or supplies may include, but not be limited to, the following: lab fees, materials, supplies, tools, equipment, and course related drug tests. Course related fees or supplies do not include books.

Domicile: A person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's domicile. To acquire domicile, an individual must demonstrate intent to remain permanently or indefinitely.

Dual Credit Enrollment: an arrangement whereby a high school student is enrolled in postsecondary coursework with a postsecondary institution and earning postsecondary credit hours while continuing to pursue a high school diploma, and the student's high

school has agreed to accept the postsecondary coursework toward the student's high school graduation requirements.

Dual Enrollment: the dual credit enrollment program administered by Georgia Student Finance Commission, in accordance with O.C.G.A. §20-2-161.3, to assist students who are attending a participating eligible high school or eligible Home Study program located within the State of Georgia, and enrolled in coursework at a participating eligible postsecondary institution as dual credit enrollment students in the Dual Enrollment program.

Dually Enrolled Adult Education Student: an adult education student who is pursuing a high school equivalency or GED credential while also being enrolled in postsecondary coursework that is embedded in a career pathway within a postsecondary institution and earning postsecondary credit hours.

Eligible Non-Citizen: A person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-Haitian Entrant.

Exemption: Not charging tuition and/or fees for a specific category of student or course as defined at the system or college level.

Full Time Student: A student who takes twelve or more credit hours in any given term is considered a Full Time Student.

Georgia Resident: An individual or the status of such individual who is a United States Citizen or Eligible Noncitizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the Technical College System of Georgia.

Georgia Student: A student who is a resident of the United States and otherwise qualifies as Georgia Resident shall pay tuition and fees prescribed by the State Board for in-state students.

Joint Enrollment: an arrangement whereby a high school student is enrolled in postsecondary coursework with a postsecondary institution while continuing to pursue a high school diploma and the high school has not agreed to accept the postsecondary coursework as credit toward the student's high school graduation requirements.

Mandatory Fees: Fees which are paid by all students as required by the Technical College System of Georgia. Mandatory fees shall include, but are not limited to, the

instructional support and technology fee, application fee, registration fee, student activity fee and the student accident insurance fee.

Non-Citizen Student: A person who is not a United States born or naturalized citizen of the United States, including Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa and who do not otherwise meet the definition of an Eligible Non-Citizen.

Non-Course Related/Non-Mandatory Fees: Fees which are paid by some students as required by each individual Technical College. Non-course related/Non-mandatory fees shall include, but are not limited to, parking fees and fines, late fees, library fees and fines, housing fees and food service fees.

Out of State Student: Students who are residents of the United States but do not otherwise qualify as Georgia Residents. A person who has not established Domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the semester for which the person is intending to enroll.

Waiver: A mandatory or non-mandatory fee normally charged to students that the president may elect to not require the student to pay.

V. ATTACHMENTS

None.

VI. PROCEDURE

It shall be the procedure of Ogeechee Technical College to establish the following student tuition and fees:

Tuition for Credit Courses—Degree, Diploma, and Certificate

Georgia Resident	\$100 per semester credit hour
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Tuition is charged for all students based on the number of credit hours for which the student is registered. Georgia residents will be assessed up to and including 15 credit hours each semester. Ogeechee Technical College will not charge tuition for hours taken over 15 credit hours. The same tuition rate is used regardless of the student's admissions status. Tuition is subject to change at any time.

Tuition is doubled for out-of-state students. Non-citizen students pay four times the tuition required for Georgia residents; this applies to nonimmigrant aliens and other foreign nonimmigrant personnel. Non-citizen immigrants who are permanent residents pay the same tuition as citizens of Georgia.

Fees for Credit Courses— Degree, Diploma, and Certificate

Technology Fee	\$110
Facility Fee	\$50
Registration Fee	\$73
Special Instructional Fee	\$60
Student Activity Fee	\$56
Student Accident Insurance	\$6
Campus Security Fee	\$25
Student ID Fee	\$5
Total Fees	\$385

Tuition/Fees for Special Programs

Special Program: Commercial Truck Driving

Tuition per credit hour \$132

Georgia Resident	\$1928 for entire course
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Fees

Technology Fee	\$110
Facility Fee	\$50
Registration Fee	\$73
Special Instructional Fee	\$60
Student Activity Fee	\$56
Student Accident Insurance	\$6
Campus Security Fee	\$25
Student ID Fee	\$5
Fuel Surcharge	\$200
CDL Drug Testing Fee	\$155
	\$740
	plus Tuition \$1,188
	Total Tuition/Fees \$1,928

Additional Student Fees

Professional Liability Insurance Fee

Students enrolled in the following programs are required to pay a professional liability insurance fee as noted in the chart below. Professional liability insurance fees are payable yearly (July 1 through June 30) in the Business Office and are nonrefundable and nontransferable.

Advanced Carpentry Certificate	\$10
Advanced Emergency Medical Technician Certificate	\$40
Air Conditioning/Refrigeration	\$10
Automotive Chassis Technician Spec Certificate	\$10
Automotive Climate Control Tech Certificate	\$10
Automotive Engine Performance Tech Certificate	\$10
Automotive Engine Repair Technician Certificate	\$10
Automotive Technology Diploma	\$10
Baking and Pastry Specialist Certificate	\$10
Basic Electrical Technician Certificate	\$10
Carpentry Fundamentals Certificate	\$10
Carpentry Technology Certificate	\$10
Catering Specialist	\$10
Central Sterile Processing Certificate	\$10
Child Development Specialist Certificate	\$10
Commercial Wiring Certificate	\$10
Computed Tomography Specialist Certificate	\$10
Construction Management Technology Diploma	\$10
Construction Management Technology AAS	\$10
Cosmetology Diploma	\$10
Culinary Arts Degree	\$10
Culinary Arts Diploma	\$10
Culinary Nutrition Assistant Certificate	\$10
Dental Assisting Diploma	\$10
Diagnostic Medical Sonography Degree	\$10
Early Childhood Care and Education Degree	\$10
Early Childhood Care and Education Diploma	\$10
Echocardiography Degree	\$10
Electrical Systems Technology Diploma	\$10
Emergency Medical Technician Certificate	\$40
EMS Professions Diploma	\$40
Esthetician Certificate	\$10
Fish and Wildlife Management Degree	\$10
Food Production Worker Certificate	\$10
Funeral Service Education Degree	\$10

Hair Designer Certificate	\$10
Health Care Assistant Certificate	\$10
Health Information Management Technology Degree	\$10
Heavy Diesel Service Technology Certificate	\$10
Industrial Electrical Technician Diploma	\$10
Medical Assisting Diploma	\$10
Medical Office Support Specialist Certificate	\$10
Nurse Aide Certificate	\$10
Opticianry Degree	\$10
Opticianry Diploma	\$10
Paramedicine Diploma	\$40
Pharmacy Technology Diploma	\$10
Photovoltaic System Installation and Repair Technician Certificate	\$10
Practical Nursing Diploma	\$10
Prep Cook Certificate	\$10
Radiologic Technology Diploma	\$10
Radiology PACS Specialist Diploma	\$10
Veterinary Technician Assistant Certificate	\$10
Veterinary Technology Degree	\$10

Course Supply Fees

Students who register for one of the following courses, will be assessed the corresponding course supply fee.

Air Conditioning Technology

AIRC 1010 Refrigeration Principles and Practices \$30

AIRC 1030 HVACR Electrical Motors \$30

AIRC 1080 Heat Pumps and Related Systems \$30

Automotive Technology

AUTT 1020 Automotive Electrical Systems \$30

AUTT 1030 Automotive Brake Systems \$30

AUTT 1060 Automotive Climate Control Systems \$30

AUTT 2010 Automotive Engine Repair \$30

AUTT 2030 Automotive Automatic Transmissions and Transaxles \$30

AUTT 1021 Automotive Electrical Systems 1 \$30

AUTT 1022 Automotive Electrical Systems 2 \$30

Criminal Justice

CRJU 1063 Crime Scene Processing \$20

Commercial Truck Driving

CDL Drug Test \$155

Construction

COFC 1020 Professional Tool Use and Safety \$40
COFC 1080 Construction Tool \$50
CARP 1000 Construction Trade \$50
CARP 1015 Construction Trade \$60
CARP 1025 Construction Trade \$60
CARP 1035 Construction Trade \$60
CARP 1055 Construction Trade \$85
CARP 1065 Construction Trade \$75
CARP 1020 Construction Trade \$50
CARP 1056 Construction Trade \$50

Cosmetology

COSM 1010 Chemical Texture Services \$15
COSM 1050 Hair Color \$50
COSM 1080 Practicum I \$50
COSM 1110 Practicum IV \$40

Culinary Arts

CUUL 1120 Principles of Cooking \$90
CUUL 1129 Fundamentals of Restaurant Operations \$90
CUUL 1220 Baking Principles \$90
CUUL 1320 Garde Manger \$90
CUUL 1370 Culinary Nutrition and Menu Development \$80
CUUL 2160 Contemporary Cuisine \$90
CUUL 2250 Advanced Baking \$90

Early Childhood Care & Education

ECCE 1105 Health, Safety & Nutrition \$22
ECCE 1112 Curriculum Development and Assessment \$10
ECCE 1113 Creative Activities for Children \$10
ECCE 2116 Math and Science \$10

Echocardiography

CAVT 1030 Electrophysiology & Cardiac Anatomy \$30
ECHO 1100 Echocardiography Fundamentals \$30
ECHO 1100 Echocardiography Fundamentals CPR Card \$10
ECHO 1310 Echocardiography I \$30
ECHO 1320 Echocardiography II \$30

Electrical Systems Technology

ELTR 1020 Electrical Systems Basics I \$20
ELTR 1080 Commercial Wiring I \$30
ELTR 1090 Commercial Wiring II \$30
ELTR 1180 Electrical Controls \$25
ELTR 1205 Residential Wiring I \$30
ELTR 1210 Residential Wiring II \$30
ELTR 1250 Diagnostic Troubleshooting \$20
ELTR 1270 National Electrical Code Instructional Applications \$30
IDSY 1110 Industrial Motor Controls \$30
IDSY 1120 Basic Industrial PLCs \$30
IDSY 1220 Intermediate Industrial PLCs \$30

Esthetician

ESTH 1020 Skin Care Procedures \$30
ESTH 1040 Advanced Skin Care \$30
ESTH 1060 Practicum I \$30
ESTH 1070 Practicum II \$30

Fish & Wildlife Management

FWMT 1000 Introduction to Wildlife Management \$22

Funeral Service Education

FSRV 2030 Embalming Techniques Lab \$40

Health Care

ALHS 1040 Introduction to Health Care \$45

Heavy Diesel Service Technology

DIET 1000 Diesel Technology Tools and Safety \$30
DIET 1010 Diesel Electronic Systems \$30
DIET 1011 Diesel Electrical and Electronic Systems I \$30
DIET 1012 Diesel Electrical and Electronic Systems II \$30
DIET 1020 Preventive Maintenance \$30
DIET 1030 Diesel Engines \$30
DIET 1032 Diesel Engine Support Systems \$30
DIET 1040 Diesel Truck and Heavy Equipment HVAC \$30
DIET 1050 Diesel Equipment Technology Internship \$30
DIET 2001 Heavy Equipment Hydraulics \$30
DIET 2010 Truck Brake Systems \$30
DIET 2011 Off Road Drivelines \$30
DIET 2020 Truck Drive Trains \$30
DIET 2000 Heavy Diesel Tech \$30

Medical Assisting

MAST 1080 Medical Assisting Skills I \$20

MAST 1090 Medical Assisting Skills II \$50

Paramedicine Technology and Related Programs

EMSP 1010 Emergency Medical Responder \$58

EMSP 1110 Introduction to the EMS Profession \$58

EMSP 1130 BLS Card Fee \$10

EMSP 1140 Special Patient Populations \$20

EMSP 1510 Advanced Concepts \$20

EMSP 2110 Foundations of Paramedicine \$20

EMSP 2310 Therapeutic Modalities of Cardiovascular Care \$39

EMSP 2330 Therapeutic Modalities of Trauma Care 40

EMSP 2340 Therapeutic Modalities for Special Populations \$12

Practical Nursing

PNSG 2410 Practical Nursing Supply Fee \$255

Radiologic Technology

RADT 1010 Introduction to Radiology \$22

Sonography

DMSO 1010 Foundations of Sonography \$30

DMSO 1020 Sectional Anatomy & Normal Sonographic Appearance \$30

DMSO 1050 Abdominal Sonography I \$30

DMSO 1070 Pelvic Sonography & First Trimester Obstetrics \$30

DMSO 1090 Introduction to Vascular Sonography \$30

DMSO 2010 OB Second and Third Trimesters \$30

DMSO 2020 Specialized Sonographic Procedures \$30

Veterinary Technology

VETT 1020 Veterinary Clinical Pathology I \$60

VETT 1030 Veterinary Clinical Procedures I \$60

VETT 1060 Animal Anatomy & Physiology \$60

VETT 1070 Veterinary Diagnostic Imaging \$60

VETT 2120 Veterinary Clinical Pathology II \$60

VETT 2130 Veterinary Clinical Procedures II \$50

VETT 2210 Laboratory & Exotic Animals for Veterinary Technicians \$60

VETT 2230 Veterinary Anesthesiology & Surgical Procedures \$60

VETT 2300 Veterinary Technology Clinical Internship \$280

Welding

WELD 1010 Oxyfuel Cutting \$30

WELD 1040 Shielded Metal Arc Welding I \$40

WELD 1050 Shielded Metal Arc Welding II \$30

WELD 1060 Shielded Metal Arc Welding III \$30

WELD 1090 Gas Metal Arc Welding \$60
WELD 1110 Gas Tungsten Arc Welding \$30

Waiver of Student Tuition and Fees

The Commissioner grants presidents or their designee the authority to waive mandatory and non-mandatory fees, with the exception of the “instructional and support technology fee.” However, the presidents have the authority to waive the “instructional and support technology fee” for faculty, staff, and administrators participating in staff development activities related to the employee's job or career in the organization and studying at a Technical College within the Georgia Technical College System. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from their President or Assistant Commissioner. A record of all waivers shall be maintained by the college in the Banner student registration and account system.

For transient students enrolled in more than one Technical College during the same term, only the home Technical College shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college that the student registered at first will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other Transient Students shall pay the instructional support and technology fee.

All other mandatory and non-mandatory fees may be waived by the president provided written documentation to support such waivers is maintained by the college.

All waivers of student tuition and fees not addressed specifically in State Board Policy 6.6.1. Student Tuition and Fees, or in this procedure must be approved by the Commissioner. Written documentation for each waiver must be maintained by the college.

Pursuant to the procedures authorized by the Commissioner, Ogeechee Technical College's president may waive tuition for eligible Non-Citizen Students and Out of State Students on a semester-by-semester basis. The number of waivers shall not exceed five percent of the head count of the student enrollment at Ogeechee Technical College in the immediately preceding fall semester.

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

Exemption of Mandatory Fees for U.S. Active Duty Military, Military Reserve and Georgia National Guard Combat Veterans

Eligible participants must be Georgia residents who are active members of the U.S. Active Duty Military, Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001 and served for a consecutive period of one hundred and eighty-one (181) days, or who received full

disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable TCSG institution and be accepted for admission.

Upon request, eligible participants shall receive an exemption of all mandatory fees charged by TCSG institutions for a term for which all students are required to make payment.

Students receiving this exemption shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).

Exemption of Tuition and Fees

Upon request, Georgia students sixty-two (62) years of age or older who are otherwise qualified may attend Ogeechee Technical College, for credit courses only, without charge or payment of the standard tuition rate on a space available basis. Persons seeking this exemption must meet all other admissions requirements as specified in the Ogeechee Technical College Catalog and Student Handbook. Proof of age must be presented at registration.

Adult Education students attending adult basic education programs shall not be charged tuition for such non-credit instruction, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the adult education program.

Students who are enrolled solely in courses offered online or who otherwise do not utilize campus facilities shall not be charged the student activity fee.

Tuition, mandatory, and non-course related fees not covered for Dual Enrolled students must be exempted. Dual Enrolled students may be assessed course related fees and supplies, not including book(s), by the college, but it is not mandated that the college do so.

Ogeechee Technical College's president has the authority to exempt all fees including the "instructional and support technology fee" for military members using tuition assistance. All requests for waivers of tuition and/or fees are to be submitted to the President on a term-by-term basis.

Refunds of Tuition and Fees

Students withdrawing from a course by the end of the third instructional day of the semester and no shows 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 who withdraw from a course after the third instructional day of the semester shall receive no refund.

For those students receiving federal financial aid, Ogeechee Technical College shall make available Consumer Information that may be found at www.ifap.ed.gov under the appropriate aid year's Handbook. 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 of Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Refunds are made without the student's request and within forty-five (45) days of the last day of attendance if written notification has been received from the student or from the date Ogeechee Technical College terminates the student or determines withdrawal by the student. When Ogeechee Technical College cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program.

Refunds of Books and Supplies

Students MUST have a receipt to do an exchange or refund. Textbooks can be returned or exchanged during the first two weeks of class, or within seven days of purchase. Refunds will be refunded by original method of payment. New textbooks must be in original condition, free of bends, smudges, markings, indentions, or free of any kind of wear to be returned as a new book. Otherwise, the student will have the option to return it as a used book and receive the used book price for the return. Supplies and clothing can be returned within fourteen days of purchase with receipt. They must also be returned in original condition free of any marks. If any signs of wear are detected, the item may not be returned or exchanged. These return policies also apply to online purchases.

Collection Agency

Ogeechee Technical College will attempt to collect amounts owed by students that are a result of the students withdrawing after the third instructional day and/or the result of financial aid being adjusted. Initially, Ogeechee Technical College will use in-house collection procedures, such as letters, emails, and voice messages. If in-house

procedures do not result in collection, the student account may be referred to a collection agency.

Miscellaneous Expenses

Application Fee

A student's first application for admission to any credit course must be accompanied by an application fee of \$25. This fee is non-refundable.

Aptitude Test Fee

Aptitude tests are given in selected Health Science programs. Students are allowed one test at no charge. Students will be required to pay a \$25 testing fee for each subsequent exam taken.

Auditing Fees

Students who audit courses must pay the regular tuition and fees for enrollment in the course.

Background Checks and Drug Screens

Background checks and drug screens are required in selected programs. Program advisors will provide information concerning these costs to students.

Books, Tools, Uniforms, and Equipment

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. In some cases, these items may be usable in the student's employment following graduation. All required books and many of the other necessary educational supplies, may be purchased from the College Bookstore. Program advisors will also provide information concerning specialized tools, uniforms, or equipment needed for the program.

Continuing Education Courses

Fees are charged for each continuing education course as indicated in the announcement of course offerings for each semester. In addition, students may be required to purchase textbooks and supplies pertaining to the courses.

Duplicate Copies of Degrees, Diplomas, and Certificates

A processing of \$25 will be assessed for duplicate copies of degrees, diplomas, and certificates. Additionally, a \$6 fee will be assessed for each diploma cover requested.

Exemption Exam Fees

A student desiring to take an exemption exam must pay an exemption test fee. The fee is 25% of the tuition for the course and must be paid in advance. This fee is non-refundable and not transferable.

Film Badge Fee

Film badges are required in selected programs. Program advisors will provide information concerning these costs to students.

Fuel Surcharge Fee

An additional fuel surcharge fee of \$200 is charged to all students enrolled in the Commercial Truck Driving program.

Graduation Fee

Each student is assessed a \$40 graduation fee when he/she applies for graduation. This fee is required regardless of participation in the graduation ceremony.

Hepatitis B Vaccination

Hepatitis B vaccinations are required in selected programs. Program advisors will provide information concerning these costs to students.

Identification Card Replacement

The cost of a replacement identification card is \$5.

Industrial Drug Screen Fee

Commercial Truck Driving students are required to have an industrial drug screen. Random drug screening may also be performed. Program advisors will provide information concerning these costs to students.

Late Registration Fee

Any student who does not register and pay all tuition and fees for classes by the designated time will be charged a \$45 late fee.

Physical and Dental Exams

Physical and dental exams are required in selected programs. Program advisors will provide information concerning these costs to students.

Placement Retest Fee

The first placement exam given for admissions into Ogeechee Tech is free of charge. With approval, retesting is allowed for new students prior to the beginning of their first semester. There is a \$15 retest fee payable prior to testing. With approval, provisionally admitted students will be given the opportunity for retesting at the end of the semester, beginning three weeks prior to the semester's end. The \$15 will be charged in this situation as well. A \$25 re-norming fee is applied to the PSB tests if a student takes the wrong exam. All testing fees are nonrefundable.

Program Change Fee

Any student who elects to change their initial program of study will be required to pay a \$15 change of program fee each time it is changed.

Readmission Application Fee

If a student submits a readmission application to the College, a \$25 fee will be assessed. This fee must be paid before being reaccepted.

Returned Check Fee

A returned check fee of \$30 will be assessed by Ogeechee Technical College.

If a check is authorized by Telecheck and the check is not honored by the bank, Telecheck will charge a returned check fee of \$30 (if check is drawn on a Georgia bank) or the applicable State's standard returned check fee (if check is drawn on an out-of-state bank).

Test/Exam Fees

Test and exam fees are required in selected programs. Program advisors will provide information concerning these costs to students.

Transcript Fee

A transcript fee of \$7.50 per official transcript request plus surcharge will be charged.

VII. RECORD RETENTION

All related policies, procedures, and forms will be reviewed on an annual basis and revised as needed. Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule.