*Related Board of Trustees Policy: BP 3.9*
*OPR: Vice President for Students*
*Approval: January 17, 2017*
*Revision:*

### Family Relocation Tuition Procedure

The Board of Trustees authorizes the College President to charge resident tuition rates to nonresident students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment.  Prior to enrollment at the resident tuition rate, the nonresident student shall follow the below procedures:

- Complete an admission application online at [www.cravencc.edu](www.cravencc.edu) by clicking "apply" at the top of the homepage.

- Meet with an Admission Specialist to determine resident tuition rate.

- If the resident tuition rate is determined as out-of-state, complete the residence and tuition application.  Forms are located in First Stop at the New Bern or Havelock campuses or at [http://cravencc.edu/students/student-forms/](http://cravencc.edu/students/student-forms/).

- Provide the following documentation with the residence application:
  - A written statement the student or family moved to this state within the 12 months preceding enrollment;
  - A letter from the employer on corporate letterhead, addressed to the College, attesting that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment.

Eligible students shall be granted this benefit on a first-come, first-served basis.  Board Policy 3.9 limits the number of students eligible under this procedure, for any given academic year, to one percent (1%) of the College's average number of all nonresident students (during the previous academic year) as calculated by the North Carolina Community College System.

The President of the College has designated the Vice President for Students as the final approval for student residence and tuition determinations.

The residence and tuition application and required documentation will be maintained in Student Services.